

# Spectrum, the cantonment of Education

**Keyboard:** This is Popular Input Device through which we can give the instruction in computer memory for further processing, we can divided into Six Parts of Keyboard button named as-

1. Function Key ( F1 To F12)
2. Alphabet Key ( A to Z)
3. Direction Key (Up, Down, Left, Right)
4. Numeric Key ( 0 to 9)
5. Punctuations Key ( ; , !.? etc)
6. Special Key (Ctrl, Alt, Shift, Tab, Insert, Home etc)

## Using the Keyboard to Move the Cursor:

Press Key	Function
Left Arrow	One Character to the Left
Right Arrow	One Character to the Right
Ctrl + Left Arrow	To The Previous Word
Ctrl + Right Arrow	To The Next Word
End	To the end of Line
Home	To the Home of Line
Up Arrow	To The Previous Line
Down Arrow	To the Next Line
Ctrl + Up Arrow	To the Previous Paragraph
Ctrl + Down Arrow	To the Next Paragraph
PgUp	Up One Screen
PgDn	Down One Screen
Ctrl + PgUp	To the Top of Previous Page
Ctrl + PgDn	To the Top of Next Page
Ctrl + End	To the End of Document
Ctrl + Home	To the Home of Document

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## To Select Word, Line or Paragraph using with Keyboard

<b>Press Key/Shortcut</b>	<b>Function</b>
Shift + Left Arrow	To Select one character to the Left
Shift + Right Arrow	To Select one Character to the Right
Ctrl + Sh + Left Arrow	To Select Previous Word
Ctrl + Sh + Right Arrow	To Select Next Word
Shift + End	To Select End of Line
Shift + Home	To Select Home of Line
Shift + Up Arrow	To Select Previous Line
Shift + Down Arrow	To Select Next Line
Ctrl + Sh + End	To Select End of Document
Ctrl + Sh + Home	To Select Home of Document
Double Click	To Select a Word
Triple Click	To Select a Paragraph