***Keyboard***

Whether you're writing a letter or calculating numerical data, your keyboard is the main way to enter information into your computer. But did you know you can also use your keyboard to control your computer? Learning a few simple keyboard commands(instructions to your computer) can help you work more efficiently.

How the keys are organized

The keys on your keyboard can be divided into several groups based on function:

* **Typing (alphanumeric) keys**. These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
* **Control keys**. These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key﻿ , and Esc.
* **Function keys**. The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
* **Navigation keys**. These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.
* **Numeric keypad**. The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine.
* **Ctrl+X**: Cut the selected text.
* **Ctrl+C**: Copy the selected text.
* **Ctrl+V**: Paste the copied or cut text.
* **Ctrl+A**: Select all of the text on the page or in the active window.
* **Ctrl+B**: Bold the selected text.
* **Ctrl+I**: Italicize the selected text.
* **Ctrl+U**: Underline the selected text
* **Ctrl+H**.:replace
* **Del**: delete