



The keyboard. Faster than *you think.*

100+ buttons looks scary. But you only need 8 to start typing comfortably. Once you know these, the rest follows naturally.



WHAT'S INSIDE

- ✓ 8 keys you'll actually use
- ✓ Capital letters made easy
- ✓ Magic shortcuts that save time



— WHY THIS MATTERS

Don't be afraid of all those keys.

Look at a keyboard. Yes, lots of keys. But you only USE about 30 of them — and only 8 are 'special' keys you need to know by name.

The letters and numbers are obvious. The special keys (Shift, Enter, Backspace, Ctrl) are what we'll learn here. Once you know them, you're off.

WHAT YOU'LL LEARN

- Type letters and numbers
- Capital letters with Shift
- Fix mistakes with Backspace
- Power shortcuts: Copy, Paste, Save

 *Takes about 6 minutes to read*



1

STEP 1 OF 6

Find the special keys

Most important keys (highlighted on right):

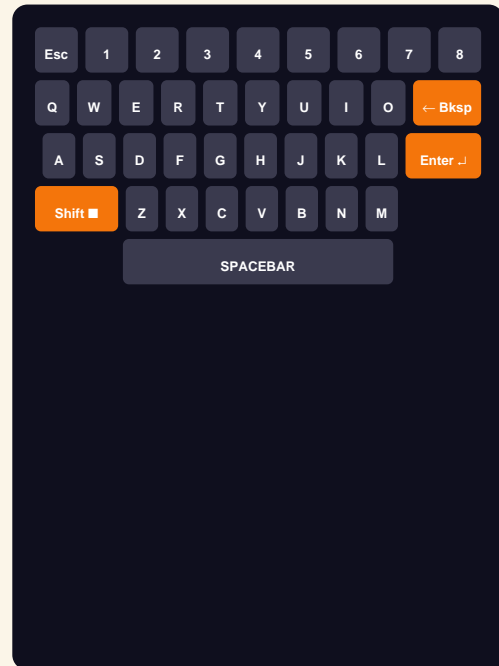
- ENTER — confirms / new line
- BACKSPACE — deletes letter you just typed
- SHIFT — capital letters when held
- SPACEBAR — gap between words
- CTRL — used with another key for shortcuts

Don't worry about the rest right now.

● **TIP**

ENTER is also called 'Return' — same key.
SHIFT is shown as an up-arrow on some keyboards.

Important Keys



■ Important keys for daily use



2

STEP 2 OF 6

Type slowly. Don't rush.

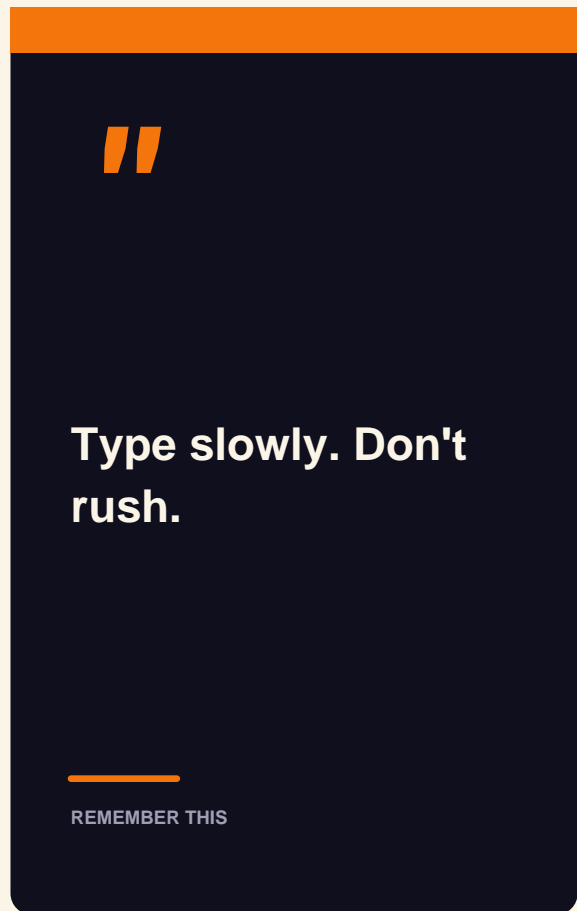
When you start, type ONE letter at a time. Look for the letter, press it once.

Mistakes are normal. Use BACKSPACE to delete the last letter. Type the right one. Move on.

Speed comes naturally over weeks. Don't force it.

● **TIP**

Sit upright. Both hands on the keyboard. Don't hunch over to find one letter at a time after you've practiced for a few hours.





3

STEP 3 OF 6

SHIFT for capital letters

To type a capital letter, HOLD the Shift key with one finger, and press the letter with the other.

Example: For 'R':

1. Press and HOLD Shift (left hand, little finger)
2. Press R (right hand)
3. Release both

Practice typing your name with capitals.

● TIP

If you want to type ALL CAPS for a while, press CAPS LOCK once. A green light comes on. Press again to turn off.

Hold Shift for **ONE** capital. Caps Lock for many.

REMEMBER THIS



4

STEP 4 OF 6

Numbers and symbols

Numbers are on the row above the letters. Just press them.

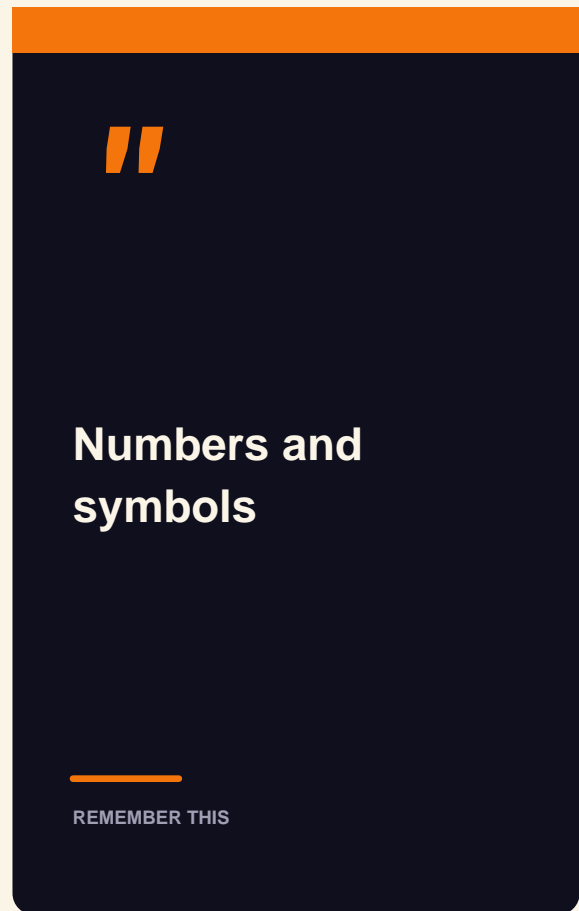
For symbols above numbers (like @ above 2, or # above 3):

- HOLD Shift
- Press the number
- Symbol appears

Like Shift+1 = ! and Shift+2 = @

● **TIP**

Don't memorize all symbols. You'll learn the few you need (like @ for email) by using them.





5

STEP 5 OF 6

Magic shortcut: Ctrl+C and Ctrl+V

These two shortcuts will save you HOURS:

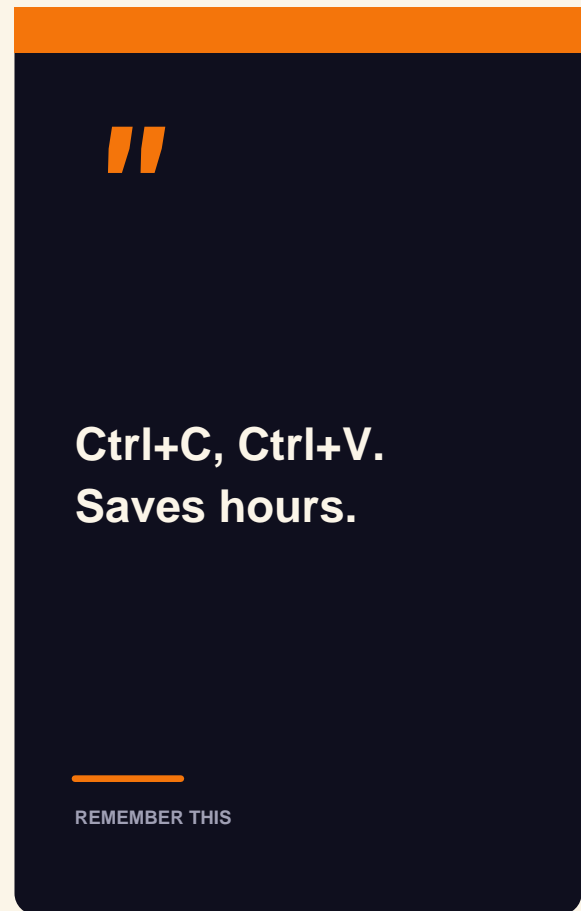
- Ctrl + C → COPY (selected text/file)
- Ctrl + V → PASTE (put copied thing here)

How to use:

1. Select text by dragging mouse over it
2. Hold Ctrl, press C (copy)
3. Click somewhere else
4. Hold Ctrl, press V (paste)

TIP

C is for COPY. V is for...vell, just remember V comes after C on the keyboard. Press them with your left hand.





6

STEP 6 OF 6

Ctrl+Z saves you when you mess up

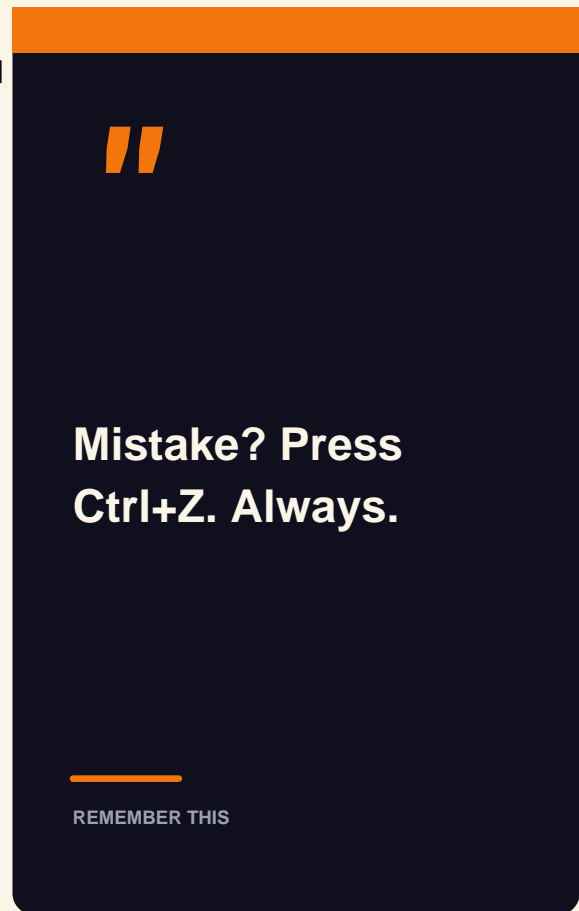
Did something go wrong? Did you delete by mistake? Did the text move where you didn't want?

Press Ctrl + Z

This is UNDO. It reverses your last action. Press it again, it undoes the action before that. Magic recovery.

TIP

Ctrl+Z is your safety net. Use it freely. You can press it 10 times to reverse 10 actions. Don't be afraid to experiment.





— QUICK RECAP

8 keys to freedom.

1

Type slowly first

One letter at a time. Don't rush. Speed comes naturally after weeks of use.

2

Shift = one capital. Caps Lock = many

Hold Shift for one capital letter. Press Caps Lock for ALL CAPS until you press it again.

3

Backspace deletes

Made a typo? Press Backspace. Each press removes one letter to the left of your cursor.

4

Ctrl+C copies, Ctrl+V pastes

Select text with mouse. Press Ctrl+C. Move cursor. Press Ctrl+V. Saves typing the same thing twice.

5

Ctrl+Z undoes

Anything go wrong? Ctrl+Z. The computer reverses your last action. Press multiple times to undo more.



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