Hold the "Shift" key while typing another letter(s) to capitalize.

Press "Caps Lock" to lock on capitalization and make every letter uppercase. Press again to release.

The "Ctrl" (control) key can be used with certain other keys for special commands like copy, paste, print and undo.

The "spacebar" is the longest button on the keyboard. It can be used for shortcuts in certain programs, but it is mainly used to insert a space between words, when typing.

Use the "Enter" or "Return" key to submit completed forms online, or start a new line in a text document.

Press "Backspace" to delete the last typed letter. Hold to continue erasing text.