



<https://www.asc3.org/>

Get Started

KEYBOARDING

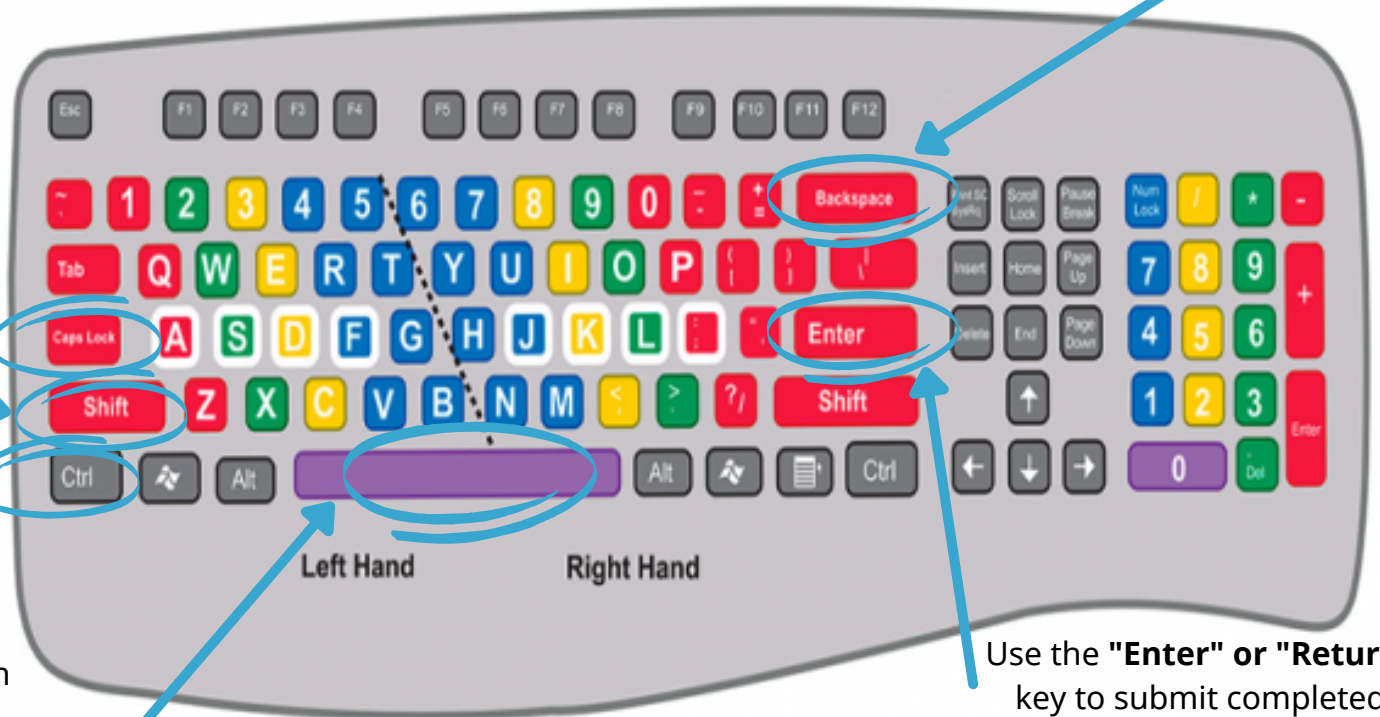
Press "**Backspace**" to delete the last typed letter. Hold to continue erasing text.

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

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

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.

