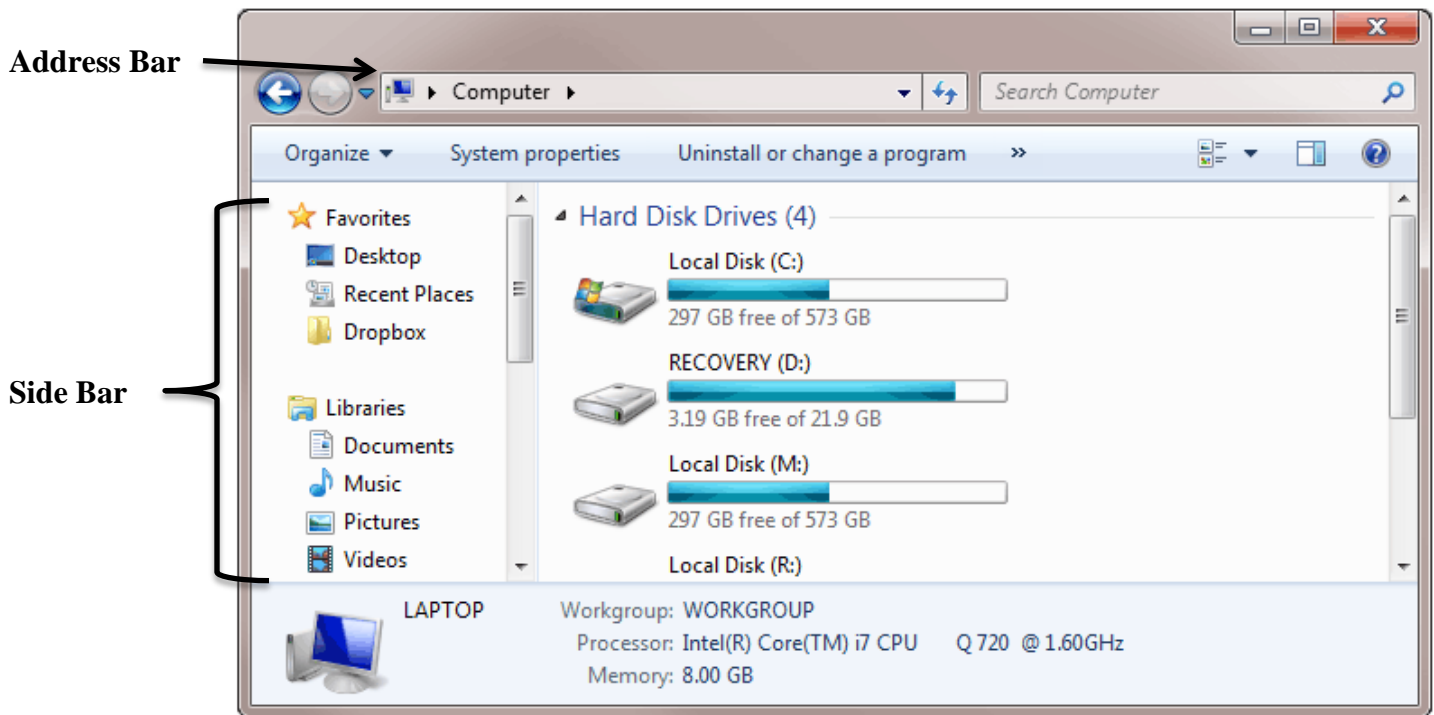


Computer Essentials 2



File Icons



Text Document
(.txt, .doc)



Picture
(.jpg, .png)



Music
(.mp4, .wma)



Video
(.mww, .mov)

Keyboard

Space Bar- Add space between words

Shift Key- Write in Upper Case or use symbols

Enter- Starts a new paragraph

Backspace- Get rid of something

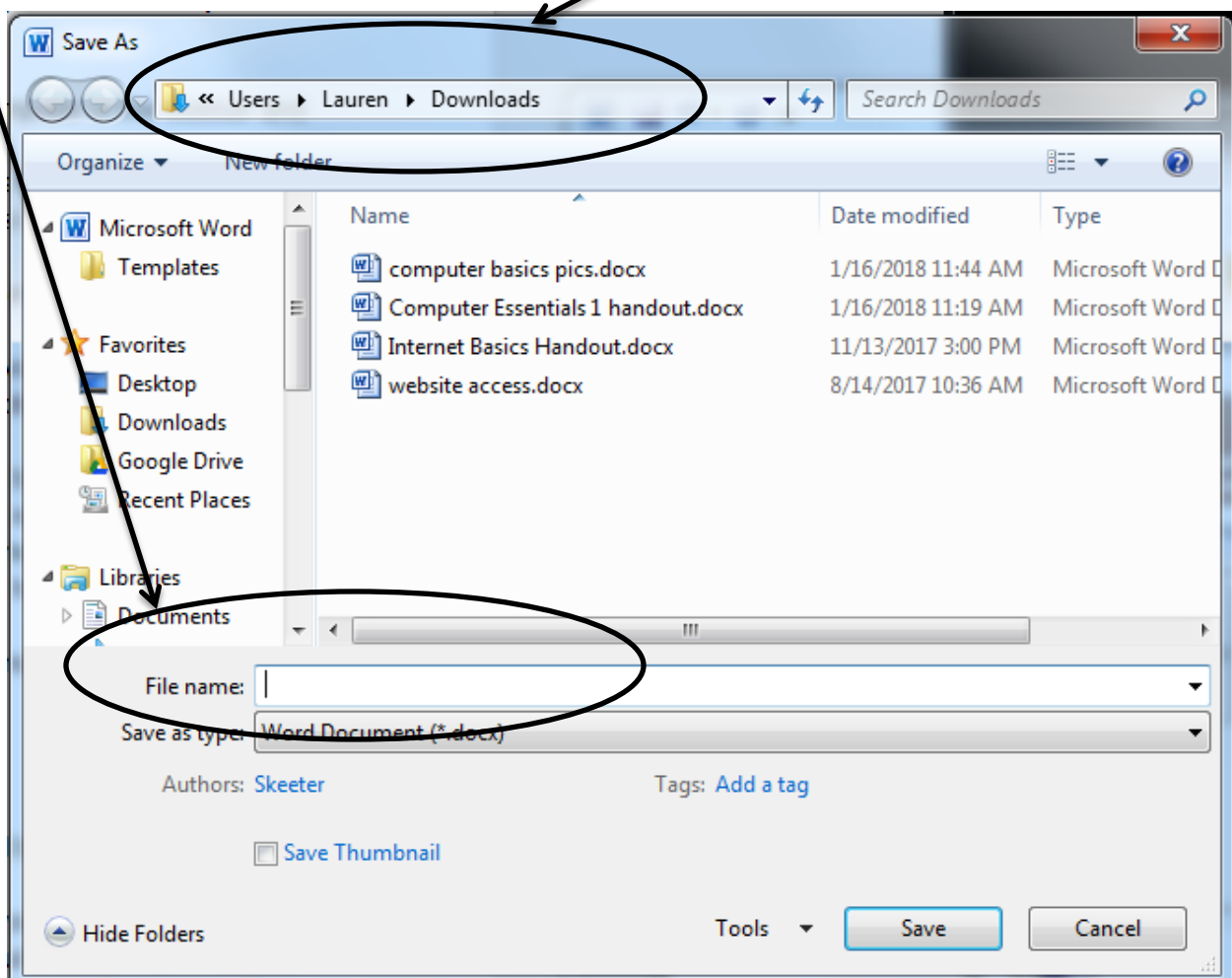
Caps Lock- EVERYTHING UPPER CASE

Num Lock - turn the number pad on



What's the file name?

Where will it save?



Want more? Call the DANenet office at (608) 274-3107 or visit everyoneonmadison.org