**Using the Shift Key and Space Bar**

1. Click with your mouse in the blank box below. Hold down your Shift Key to type the first letter of your name. Then let go of the Shift key and type the rest of your last name.
2. Click on your space bar to put in a space after your first name. Hold down your Shift Key and type the first letter of your last name. Then let go of the Shift key and type the rest of your last name.

**Using the Backspace and Delete keys**

1. Click with your mouse in the blank space below. Type the word “**there.*”***
2. Use your backspace key to erase the last two letters from there and change the spelling to their.
3. Click with your mouse on the word their before the letter “i.”
4. Use your delete key to delete the “i” and “r.”
5. Change the word to they’re by typing “y’re.”
6. You may notice that the word automatically gets capitalized. Word does this automatically after periods.
7. Use your backspace or your delete key to change the capital “T” back to a lower case “t.”

**Copy and Paste using Keyboard Shortcut Keys (and Triple Click with Mouse)**

1. Triple click quickly on this line. The line will be highlighted in blue.
2. Without clicking on anything else, click on the Control Key and hold it down while you tap on the C key (Ctrl-C). *The line above should still be blue before you go to the next step.*
3. Click in the blank box below. Click on the Control Key and hold it down while you tap on the V key (Ctrl-V).