

Windows	PC keyboards have a Windows key that looks like a four-pane, wavy window.
Command	Apple Mac computers have a command key .
Menu	PC keyboards also have a Menu key that looks like a cursor pointing to a menu.
Esc	Esc (escape) key.
F1 - F12	Information about the F1 through F12 keyboard keys.
F13 - F24	Information about the F13 through F24 keyboard keys.
Tab	Tab key.
Caps lock	Caps lock key.
Shift	Shift key.
Ctrl	Control key.
Fn	Function key.
Alt	Alternate key (PC only; Mac users have an Option key).
Spacebar	Spacebar key.
Arrows	Up, down, left, right Arrow keys.
Back Space	Back space (or Backspace) key.
Delete	Delete or Del key.
Enter	Enter key.
Prt Scrn	Print screen key.
Scroll Lock	Scroll Lock key.

Pause	Pause key.
Break	Break key.
Insert	Insert key.
Home	Home key.
Page up	Page up or pg up key.
Page down	Page down or pg dn key.
End	End key.
Num Lock	Num Lock key.
~	Tilde.
`	Acute, back quote, grave, grave accent, left quote, open quote, or a push.
!	Exclamation mark, exclamation point, or bang.
@	Ampersat, arobase, asperand, at, or at symbol.
#	Octothorpe, number, pound, sharp, or hash.
£	Pound Sterling or Pound symbol.
€	Euro.
\$	Dollar sign or generic currency.
¢	Cent sign.
¥	Chinese/Japenese Yuan.
§	Micro or section.
%	Percent.
°	Degree.
^	Caret or circumflex.

&	Ampersand, epershand, or and symbol.
*	Asterisk, mathematical multiplication symbol, and sometimes referred to as star.
(Open or left parenthesis.
)	Close or right parenthesis.
-	Hyphen, minus, or dash.
_	Underscore.
+	Plus.
=	Equal.
{	Open brace, squiggly brackets, or curly bracket.
}	Close brace, squiggly brackets, or curly bracket.
[Open bracket.
]	Closed bracket.
	Pipe, or, or vertical bar.
\	Backslash or reverse solidus.
/	Forward slash, solidus, virgule, whack, and mathematical division symbol.
:	Colon.
;	Semicolon.
"	Quote, quotation mark, or inverted commas.
'	Apostrophe or single quote.
<	Less than or angle brackets.
>	Greater than or angle brackets.

,	Comma.
.	Period, dot or full stop.
?	Question mark.

Special key

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Keyboard Special Keys



ComputerHope.com

A **special key** or **media key** is a [keyboard key](#) that performs a special function not included with the traditional 104-key keyboard. For example, the picture shows a [Logitech](#) keyboard. You can see that the first four buttons shown control the volume of the speakers and the computer's brightness.

Tip

Special keys are found on keyboards often referred to as **multimedia keyboards**.

Some keyboards may also have special keys that perform more than one function with the use of an [FN key](#). With the second four buttons shown in the picture above, you can see that they are the [function keys](#) F9 to F12. However, they also have orange icons that perform the special functions of controlling music. To use special keys that have a dual purpose like these keys, press the FN key and a special key at the same time. For example, if you wanted to press F12, you would press the F12 key. If you wanted to skip an audio track, you would press the FN key and F12 key at the same time.

Tip

[Toggle keys](#) like the [Print Screen](#) and [Scroll Lock](#) are not special keys because they are on all keyboards.

Because these keys are special, they require software and drivers that are included with the keyboard. The included software may also allow you to choose how these keys function on your keyboard. For example, if you have an e-mail special key, you may want the key to open Mozilla Thunderbird instead of Microsoft Outlook. If you have an [OEM](#) computer, such as a Hewlett Packard or Dell, the software and drivers are available on the computer company's website. Otherwise, visit the keyboard manufacturer's website for software and drivers.

- Computer keyboard manufactures.

Other examples of special keys

Below is a list of some of the special keys and the functions they are intended to perform. Most special keyboards also allow you to program keys to perform other various actions.

- **Application** - Open applications such as the calculator, Excel, or Word.
- **Audio controls** - Turn up and down the volume, mute, and open a media player and control it using play, pause, and skip tracks.
- **Folder control** - Open folders like the My Documents folder and My Pictures folder.
- **Internet controls** - Open Internet browser, homepage, e-mail, favorites, or search.
- **Window control** - Show open windows, cascade windows, or switch between windows.