



Name: _____ Grade: _____

Parts of the Keyboard

Instructions: Please read carefully each of the following questions as well as the options below and type the letter in the box that is most appropriate answer.

1. Which one of the following is not a navigational key?
 - a. Left Arrow
 - b. Up Arrow
 - c. Scroll Lock
 - d. End
2. Which of the following is the best answer of what a modifier key is?
 - a. It is good for entering numbers quickly
 - b. It is often used in tandem with other keys perform certain actions
 - c. It comprises of characters
 - d. They perform specific tasks and are arranged at the top of keyboard
3. Which of the following is the best answer for what a computer keyboard?
 - a. It is a device for input
 - b. It is a device for initiating Commands
 - c. It is an input device that for entering characters and initiating commands
 - d. It is an output for getting typed documents
4. Which of the following is the best answer for what an alphanumeric key is?
 - a. It includes letters, numbers and symbols
 - b. It includes letters and numbers
 - c. It includes numbers
 - d. It includes numbers and symbols
5. The R, 9 and # keys can be classified under which part of the keyboard?
 - a. Alphanumeric Keys
 - b. Function Keys
 - c. Navigational Keys
 - d. Indicator Lights Keys
6. Ctrl + V is an example of a _____.
 - a. Alphanumeric Key
 - b. Special Key
 - c. Numeric Keypad Key
 - d. Modifier Key

7. F12 is an example of a _____.
 a. Alphanumeric Key c. Navigational Key
 b. Function Key d. Indicator Lights Key
8. * is an example of a _____. R
 a. Alphanumeric Key c. Numeric Keypad Key
 b. Special Key d. Modifier Key



9. The picture to the left represents _____. R
 a. Alphanumeric Key c. Navigational Key
 b. Function Key d. Indicator Lights Key
10. The numeric keypad is the part of the keyboard that is responsible for _____.
 the keyboard keys?
 a. It is handy for enter numbers quickly c. It comprises of letters, numbers and symbols)
 b. It is often used in combination with other keys perform certain actions d. They perform specific tasks and are arranged at the top of keyboard

Instructions: Please read carefully each of the following questions below and indicate T for True or F for False for each of them.

- _____ 1. The Windows Keys, Backspace and Tab are all examples of Control Keys.
- _____ 2. F1, F2 and F3 are examples of Special Keys. R
- _____ 3. Page Up, Page Down and Down Arrow are examples of Navigational Keys.
- _____ 4. The Numeric Keypad includes a block of keys that are handy for entering numbers quickly. R
- _____ 5. Keys comprising of letters of the alphabet (A to Z), numbers (0 to 9), punctuation signs and other symbols are known as Modifier Keys.
- _____ 6. The indicator lights reveal when Shift, Control and Alt keys are selected.
- _____ 7. Control keys are modifier keys that when used alone or in combination with other keys perform certain actions within an application.
- _____ 8. Spacebar and Esc are examples of Special Keys.
- _____ 9. Ctrl + C is used to create a copy to clipboard of an image or text.
- _____ 10. Ctrl + Z is used to redo the last action in document.

