

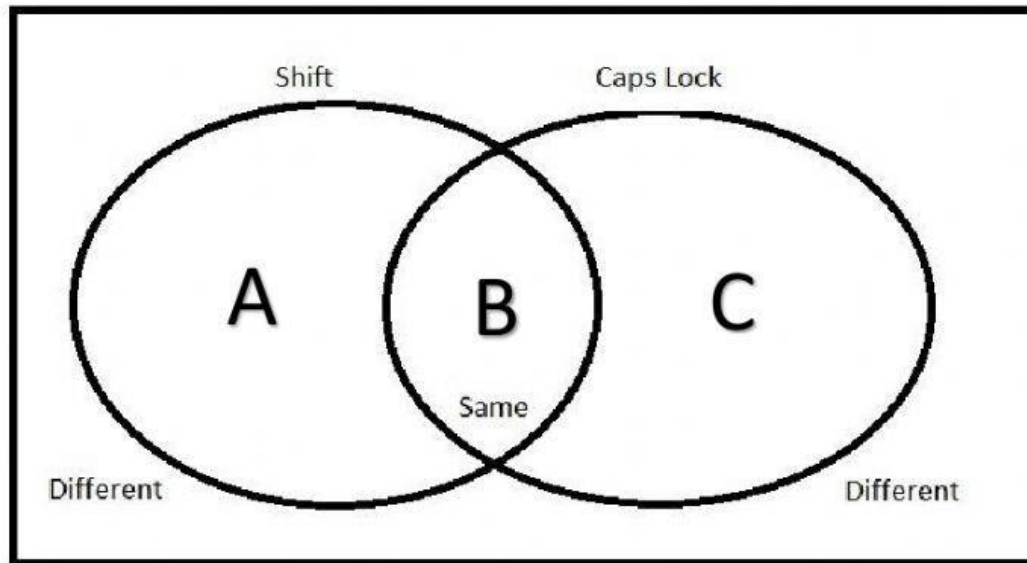
NAME

DATE

SHIFT VS CAPSLOCK

Complete the Following organizational Chart

Study the diagram and click on the lines below to state if the items belongs to the area labelled A, B or C.

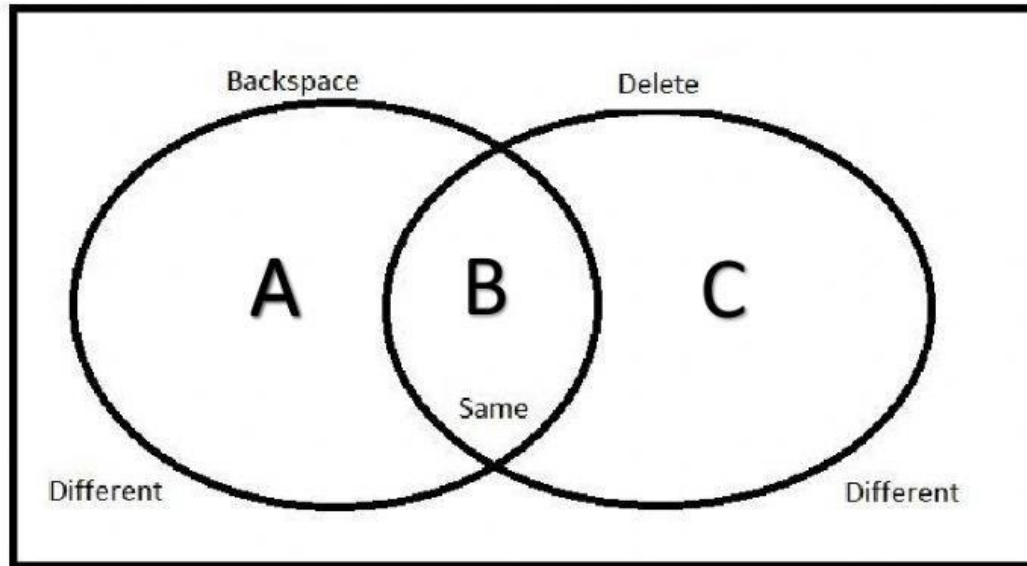


- _____ capitalizes letters, numbers and special characters
- _____ when pressed with a number you can get special characters
- _____ is located 2 places on the keyboard
- _____ used with another key
- _____ allows you to key many uppercase letters quickly and only uses one key
- _____ has an indicator light
- _____ located in one location on the keyboard

BACKSPACE VS DELETE

Complete the Following organizational Chart

Study the diagram and click on the lines below to state if the items belongs to the area labelled A, B or C.

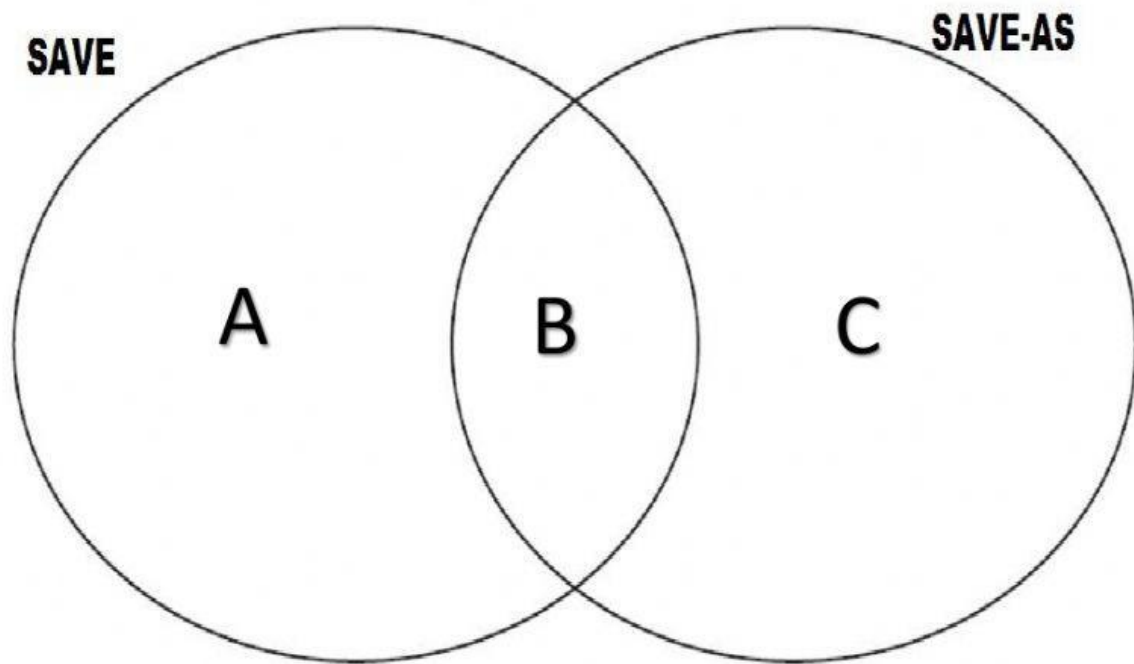


- _____ erases to the left of the cursor
- _____ has an arrow on the key
- _____ erases letters
- _____ erases to the right of the cursor
- _____ erases numbers
- _____ erases words
- _____ located in one location on the keyboard

SAVE VS SAVE-AS

Complete the Following organizational Chart

Study the diagram and click on the lines below to state if the items belongs to the area labelled A, B or C.



- _____ Changing the name of document
- _____ Save changes with the same name
- _____ Can be done at first save
- _____ Changes where the doc is saves
- _____ Saves