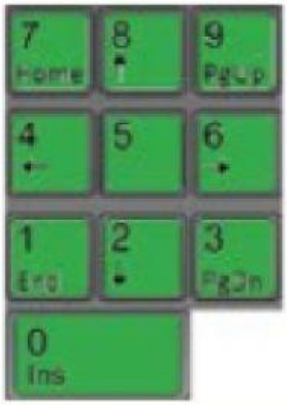
# UNIT 3
# WORD PROCESSING 2
## THE KEYBOARD

| Yr Level: | Subject: ICT | Unit: | |
|---|---|---|---|
| Name : | | Date: | |

## The Keyboard

Name the following keys.



# UNIT 3
# WORD PROCESSING 2
## THE KEYBOARD

Fill in the blanks.

I use the _____ to leave space between words.

I use the _____ key to change line

I use the _____ key to erase mistakes while typing

I use the _____ key to type in capital letters.

## WORD BANK

| | |
|---|---|
| backspace | caps lock |
| spacebar | alphabet keys |
| number keys | enter |