# Chapter-4

**KEYBOARD AND ITS FUNCTIONS**

## Section A: Multiple Choice Questions

1. **What is the primary function of the Enter key?**

   a) To delete text

   b) To move the cursor to the next line

   c) To type numbers

   d) To save a file

2. **Which key is used to erase characters on the left side of the cursor?**

   a) Delete key

   b) Backspace key

   c) Tab key

   d) Shift key

3. **What are the keys labeled F1, F2, F3, etc., called?**

   a) Alphabet keys

   b) Function keys

   c) Number keys

   d) Special character keys

4. **Which key is used to leave a space between words?**

   a) Enter key

   b) Spacebar key

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c) Tab key

d) Caps Lock key

5. **What is the function of the Caps Lock key?**

a) To type numbers

b) To type letters in capital

c) To move the cursor

d) To delete text

## Section B: True or False

1. **The keyboard is an output device.**
   - True / False
2. **The Backspace key erases characters on the right side of the cursor.**
   - True / False
3. **The Tab key is used to move the cursor to the right by several spaces.**
   - True / False
4. **The arrow keys are also known as navigation keys.**
   - True / False
5. **The number keys are only present above the alphabet keys.**
   - True / False

## Section C: Fill in the Blanks

1. A standard keyboard has about _____ keys.

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2. The keys having letters A to Z on them are called _____ keys.

3. The _____ key is used to move the cursor to the next line.

4. The _____ key is the longest key on the keyboard.

5. The _____ key is used to erase characters on the right side of the cursor.

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