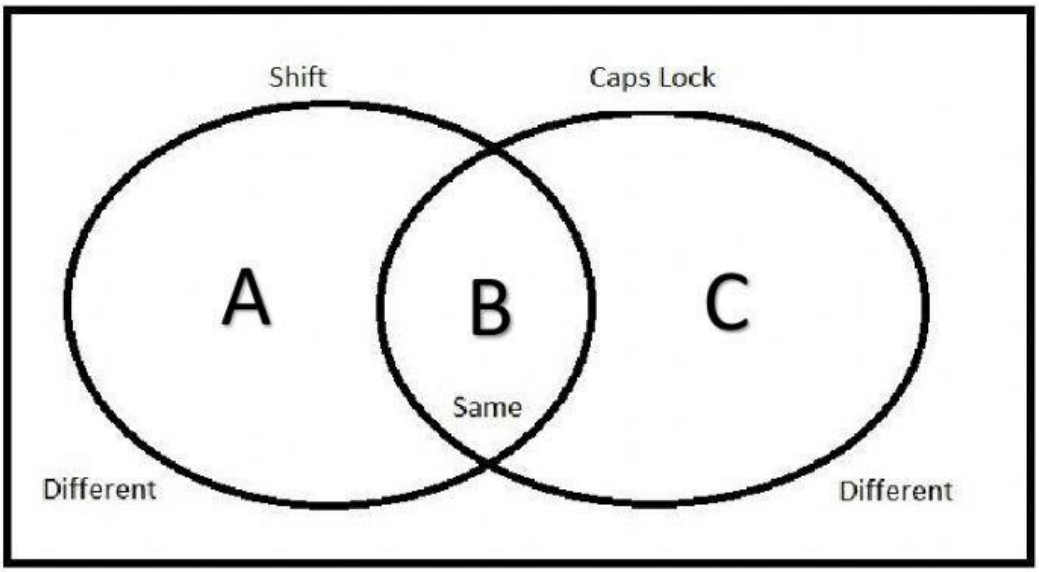
NAME

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 and the keyboard

_____ used with another key

_____ allows you to key many uppercase letters quickly and only uses one key

_____ has an indicator light

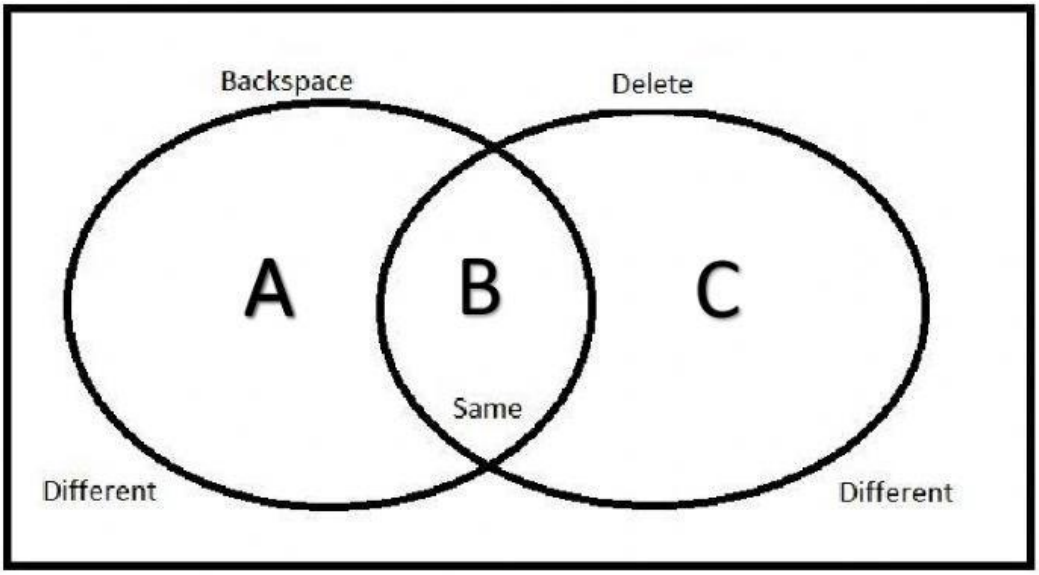
_____ located in one location on the keyboard

LIVEWORKSHEETS

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

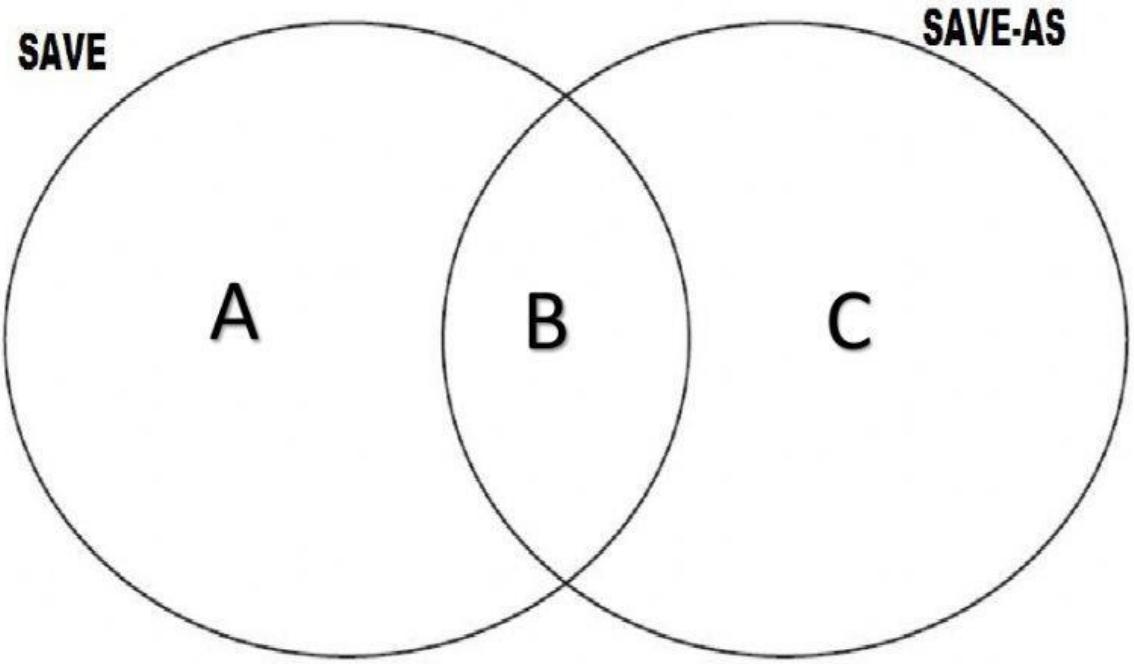
_____ located in one location on the keyboard

LIVEWORKSHEETS

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**

LIVEWORKSHEETS