

Name: _____ Class:P2/___ Date:_____

Match the following keyboard symbols:

1. 

caret

2. 

exclamation point

3. 

tilde

4. 

dollar sign

5. 

asterisk

6. 

question mark

Fill in the blanks.

7. _____ This key operates like the Ctrl Key. Its combination allows you to work with menus and dialogue boxes.

8. _____ When pressed together with a letter key, it produces a capital letter.

9. _____ This key is often used with other keys. Its combinations serves as shortcuts for menu commands.

10. _____ is one of the main parts of a keyboard that works in combination with other keys.

11. _____ are usually arranged in a row on the upper part of the keyboard. These are labeled with F and the numbers 1-12.

12. _____ looks like a calculator.

13. How many shift keys are on the keyboard? _____

14. _____ move the cursor up or down a single line or to the left or right one character or space at a time.

15. _____ These keys are used to go to the previous or next page or screen.

Write the symbols that will be entered when you press the following Shift key combinations:

16. Shift + j= _____

17. Shift + /= _____

18. Shift + 8= _____

19. Shift + 5= _____

20. Shift + 2= _____

Computer 2

T. Grace