Name: _____ Date: _____

Special Keys

FILL IN THE BLANK.

1. What key can be used with another key to give a command to the computer? _____
2. To make a capital letter I would need to use the _____ key.
3. A quick way to close the 'Save As' window would be to press the _____ key.
4. When reading a web page, to go to the next page, you should press the _____ key.
5. To take a picture of your computer screen use the _____ key.
6. When starting a new paragraph you should use the _____ key to indent.
7. In order to edit the title of the book report, use the _____ key to select the text first.

MATCHING

Use the words in the box below to help you match the correct word/function to the correct function key. [1 point each]

Help	**Rename**	**Refresh**
Search	**Repeat**	

8. F5 _____

9. F3 _____

10. F2 _____

11. F4 _____

12. F1 _____