

# UNIT 3

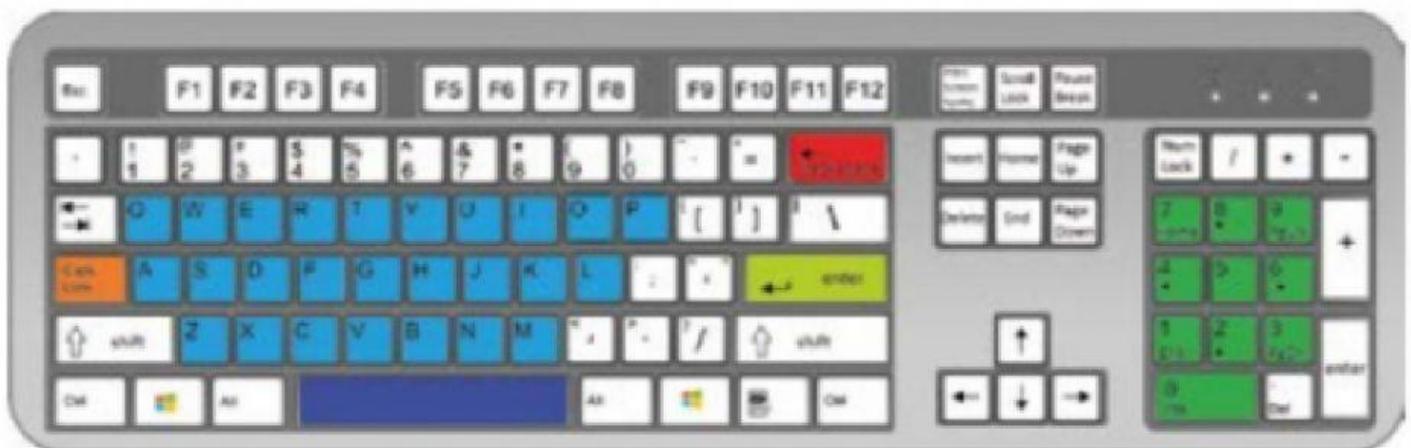
## WORD PROCESSING 2

### 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

spacebar

number keys

caps lock

alphabet keys

enter