

## THE KEYBOARD

### I. Choose the correct answer:

1. What are the buttons in the keyboard called?  
a) Keys    b) mouse    c) cursor
2. What is the small blinking line in the typing area of your computer screen  
a) Mouse    b) cursor    c) start menu
3. The key to move the cursor left, right, up or down  
a) Cursor control key    b) shift key    c) spacebar
4. Which key is used together with other keys to type symbols?  
a) Esc key    b) win key    c) shift key
5. We use \_\_\_\_\_ key to type capital letters.  
a) Caps lock key    b) win key    c) shift key
6. Which keys are also known as cursor control keys?  
a) Caps Lock key    b) Arrow keys    c) Shift Key
7. How many Shift keys are there on the keyboard?  
a) 2    b) 1    c) 3
8. Which key is used to move the cursor to the beginning of a sentence?  
a) End key    b) Win Key    c) Home Key
9. We press \_\_\_\_\_ key to use the numeric keypad?  
a) Num Lock Key    b) Win Key    c) Shift Key
10. Which key is used to open the Start menu  
a) Win Key    b) Home Key    c) Esc key
11. Which key is used to close a menu  
a) Esc Key    b) Win Key    c) Shift Key
12. We use \_\_\_\_\_ key to move the cursor to the beginning.  
a) Home key    b) Num Lock Key    b) Win Key
13. We use \_\_\_\_\_ key to move the cursor to the end.  
a) End key    b) Win Key    c) Shift Key
14. Which key comes after 'U' Key?  
a) K key    b) I key    c) Z key
15. Which key are used to type letters or words on keyboard?  
a) Alphabet Key    b) Win Key    c) Home Key
16. How many keys are there in a Standard Keyboard?  
a) 104 keys    b) 100 keys    c) 109 keys
17. Which is the longest key in the keyboard?  
a) Spacebar    b) Win Key    c) Shift Key
18. Which key moves to the next line?  
a) Shift key    b) Enter Key    c) Win Key

### II. Write True Or False:

1. We use the Shift Key together with these keys to type the symbol. ☐
2. We use the Esc key to close a menu. ☐
3. We use the End key to scroll down a page. ☐
4. We use the Page Up and Page Down Keys to scroll through a page. ☐
5. We use the Window key to close the start menu. ☐

### III. Answer the following:

1. How many arrow keys are there on the keyboard?
2. What is a Numeric Keypad?