

KEYBOARD BASIC KEYS

Write the name of the missing keyboard basic on the correct key.

Enter	Shift	Caps Lock	Backspace	Delete	spacebar	Tab
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Choose the correct name of the keyboard basic key that best fits the description.

1.	When the first letter of your last name <u>ONLY</u> has to be uppercase.	
2.	When you have to erase a letter, but the letter is in front (right side) of the insertion point.	
3.	Trying to go to the line below.	
4.	Inserting a large amount of space in between words.	
5.	If I want to try and make something stand out by using all uppercase letters.	
6.	Adding a space in between each word.	
7.	Erasing a letter that is at the back (left side) of the cursor.	

