Name: _____ Date:_____ Grade:_____

The Keyboard

alphabetic keys	tab	shift
number keys	arrow keys	spacebar
caps lock	numeric pad	backspace
delete	enter	function keys

As we go through the presentation, on the blank line write the name of the part being described

1. _____ These are marked with the English alphabets from A to Z. There are 26 Alphabetic Keys.
2. _____ The number keys are also placed at the right side of the Keyboard.
3. _____ The keys marked with numbers from 0 to 9
4. _____ Used to move the cursor in four direction i.e. up, down, left and right.
5. _____ Used to give spaces between the words.
6. _____ Used to type the letters in capitals
7. _____ Used to delete the character to the left of the cursor
8. _____ Used to type the letters in capital or small case without using Caps Lock key. Also used to type symbols printed on the top of the Number Keys.
9. _____ Used to tell the computer that you have finished a word or line. It brings the cursor down to the next line.
10. _____ Used to erase anything typed from the right side of the cursor.
11. _____ Keys are placed at the top row of the keyboard and are used to perform special functions.
12. _____ Allows the cursor to jump five spaces forward