

ICT YEAR 2

INTRO TO MS WORD; THE SPECIAL KEYBOARD KEYS



Yr Level:	Subject: ICT	Unit:	
Name:		Date:	

The Keyboard



Match the key to its function.

I use the spacebar



I use the



key

I use the



key

I use the



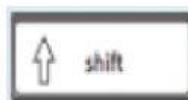
key

I use the



key

I use the



key

- to erase mistakes while typing
- to leave space between words.
- to type in capital letters.
- to type capital letters, question mark (?) and (!)
- to change line
- to erase text on the right of the cursor