



# 4

## ABOUT KEYBOARD



### LESSON SKILLS

- Alphabet & Number Keys
- Special Keys



We use pencil or pen to write in our notebooks. Likewise, we use keyboard to type on a computer.

Computer keyboard is an important part of a computer. It has many small buttons, which are called as **Keys**.

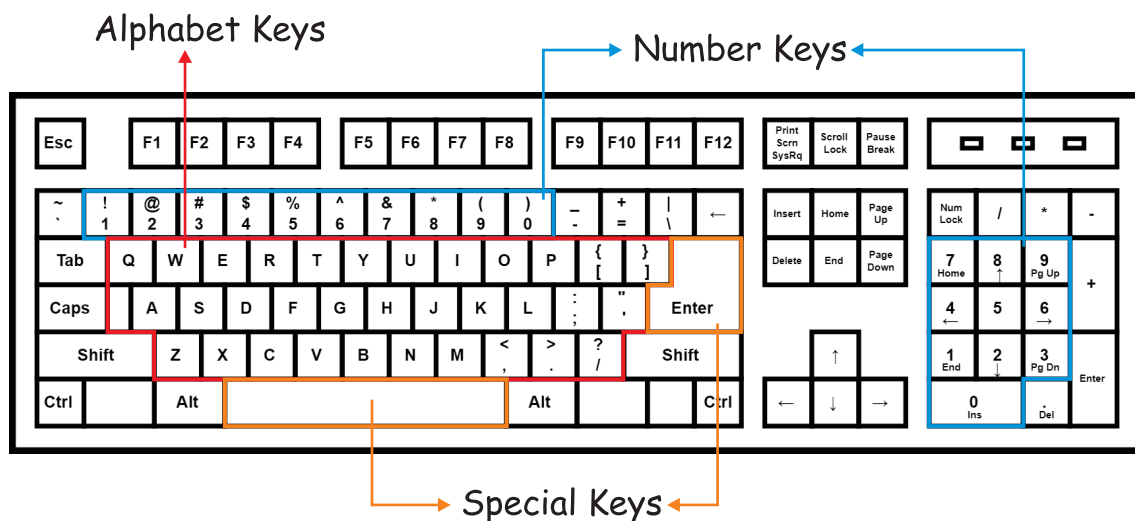
A keyboard is used for typing words, letters, numbers etc.

There are three types of keys on the keyboard.

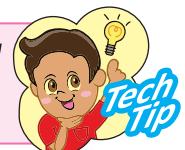
#### Alphabet Keys

#### Number Keys

#### Special Keys

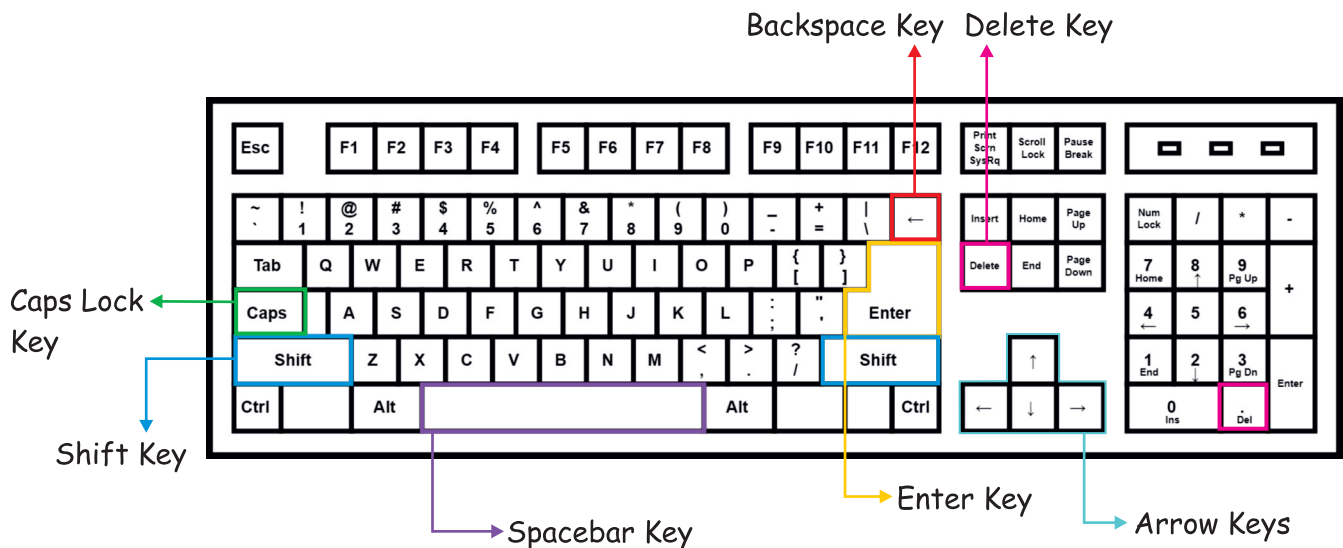


The modern day computer keyboard is based on the QWERTY layout designed by the inventor of typewriter 'Christopher Latham Sholes'.



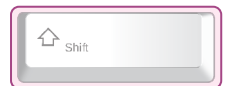
## SPECIAL KEYS

Some keys on the keyboard perform special functions like typing in capital or small letters, giving space, deleting characters, etc. and are called as **Special Keys**. We will study some of them here.



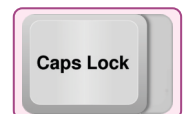
### SHIFT KEY

**Shift Key** is used to capitalize lower case letters. To capitalize a letter, hold down the Shift key as you press the letter. There are 2 Shift keys on the keyboard.



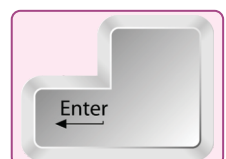
### CAPS LOCK KEY

The **Caps Lock Key** is used to type capital letters. When the Caps Lock key is pressed, you see a green light towards the top-right corner of the keyboard. This indicates that the letters typed now would be capital letters. Press it again to turn off the key.



### ENTER KEY

**Enter Key** is used to move the cursor to the next line. It is also called as **Return key**. There are 2 Enter keys on the keyboard.



**A** Tick ☒ the correct answer

1. Which of the following is a Special key?  
 a. Alphabet Key ☐    b. Arrow Key ☐    c. Number Key ☐
2. Which of the following key helps us to move to the next line?  
 a. Enter Key ☐    b. Delete Key ☐    c. Caps Lock Key ☐
3. .... tells us the typing position on the screen.  
 a. Shift Key ☐    b. Enter Key ☐    c. Cursor ☐
4. .... is the longest key on the keyboard.  
 a. Shift Key ☐    b. Spacebar Key ☐    c. Enter Key ☐
5. How many Alphabet keys are present on the keyboard?  
 a. 10 ☐    b. 25 ☐    c. 26 ☐

**B** State 'T' for True and 'F' for False

1. There are two sets of Alphabet keys on the keyboard. ☐
2. The Backspace key works like an eraser. ☐
3. Shift key is used to capitalize lower case letters. ☐
4. There is only one Delete key on the keyboard. ☐

**C** Fill in the blanks

Hints

Numeric | Alphabet | Keys | Spacebar

1. The buttons on the keyboard are called .....
2. The ..... keys are used for typing words.
3. The longest key on the keyboard is the ..... key.
4. The keys on which numbers are written are called as ..... keys.

**B** Name the keys that will be used to do the following tasks.

1. To remove the first 'a' in 'waater' .....
2. To start a new line .....
3. To write your name in capital letters .....
4. To add space between two words in 'myhouse' .....
5. To type your name .....

**C** Mark the types of keys with different colors that you find in the grid.

A	V	S	U	S	H	I	F	T
N	C	R	F	P	N	O	T	N
B	G	L	S	A	G	M	J	U
C	H	K	R	C	F	B	E	M
P	M	R	Q	E	E	D	O	B
N	Q	D	A	B	T	U	N	E
J	C	M	O	A	P	I	L	R
E	N	T	E	R	H	I	K	W
C	A	P	S	L	O	C	K	V

**HINTS**

CAPS LOCK

SPACEBAR

NUMBER

ENTER

SHIFT

**D** Match the keys with their functions



☐ a. It is used to capitalize lower case letters



☐ b. Erases one letter to the left of the cursor



☐ c. Erases one letter to the right of the cursor



☐ d. It is used to move the cursor to the next line