

4 The keyboard

A Label the picture of a standard keyboard with the groups of keys (1–5).

- Cursor control keys** include arrow keys that move the insertion point up, down, right and left, and keys such as *End*, *Home*, *Page Up* and *Page Down*, which are used in word processing to move around a long document.
- Alphanumeric keys** represent letters and numbers, as arranged on a typewriter.
- Function keys** appear at the top of the keyboard and can be programmed to do special tasks.
- Dedicated keys** are used to issue commands or to produce alternative characters, e.g. the *Ctrl* key or the *Alt* key.
- A **numeric keypad** appears to the right of the main keyboard. The *Num Lock* key is used to switch from numbers to cursor control keys.



A PC-compatible keyboard

B Match the descriptions (1–8) with the names of the keys (a–h). Then find them on the keyboard.

- A long key at the bottom of the keyboard. Each time it is pressed, it produces a blank space.
- It moves the cursor to the beginning of a new line. It is also used to confirm commands.
- It works in combination with other keys. For example, you press this key and C to copy the selected text.
- It removes the character to the left of the cursor or any selected text.
- It produces UPPER CASE characters.
- It produces UPPER CASE letters, but it does not affect numbers and symbols.
- It moves the cursor horizontally to the right for a fixed number of spaces (in tabulations and data fields).
- They are used to move the cursor, as an alternative to the mouse.

- a arrow keys
- b return/enter
- c Caps Lock
- d shift
- e tab
- f space bar
- g backspace
- h Ctrl