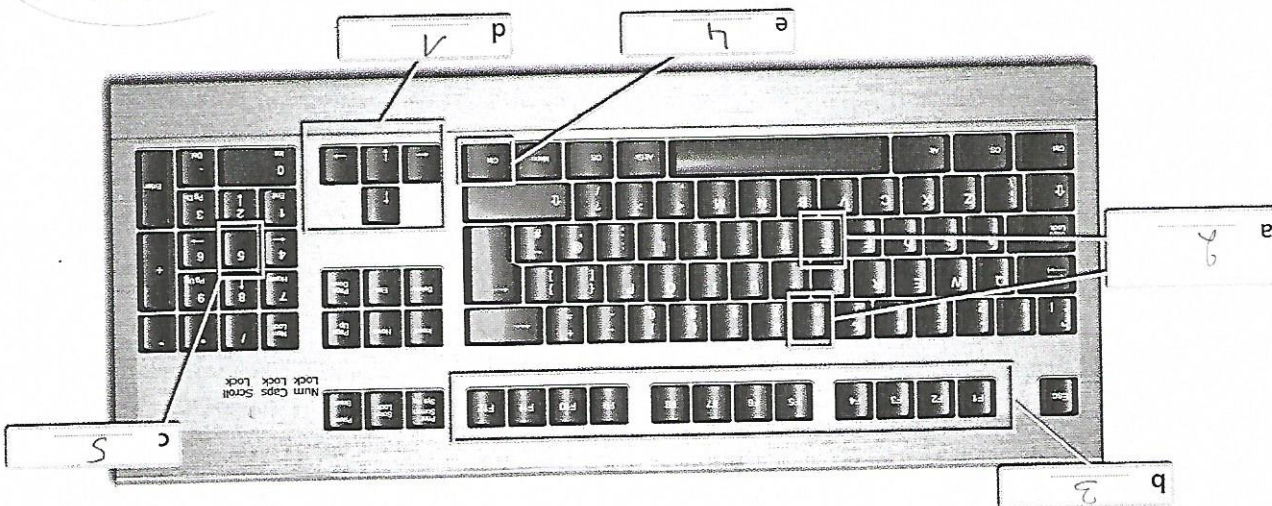


The keyboard

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

- 1 **Cursor control keys** include arrow keys that move the insertion point up, down, right and left, and keys such as *End*, *Page Up* and *Page Down*, which are used in word processing to move around a long document.
- 2 **Alphanumeric keys** represent letters and numbers, as arranged on a typewriter.
- 3 **Function keys** appear at the top of the keyboard and can be programmed to do special tasks.
- 4 **Dedicated keys** are used to issue commands or to produce alternative characters, e.g. the *Ctrl* key or the *Alt* key.
- 5 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

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

- 1 A long key at the bottom of the keyboard. Each time it is pressed, it produces a blank space.
- 2 It moves the cursor to the beginning of a new line. It is also used to confirm commands.
- 3 It works in combination with other keys. For example, you press this key and C to copy the selected text.
- 4 It removes the character to the left of the cursor or any selected text.
- 5 It produces UPPER CASE characters.
- 6 It produces UPPER CASE letters, but it does not affect numbers and symbols.
- 7 It moves the cursor horizontally to the right for a fixed number of spaces (in tabulations and data fields).
- 8 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