

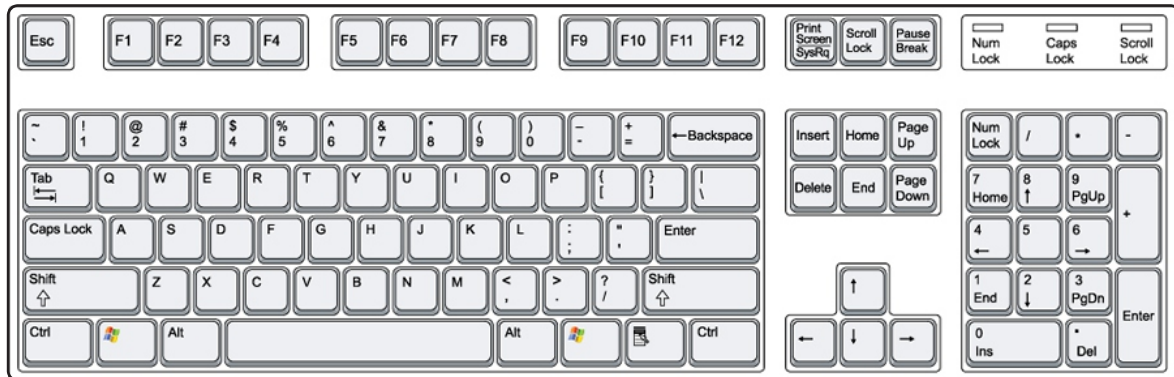
Lesson 10



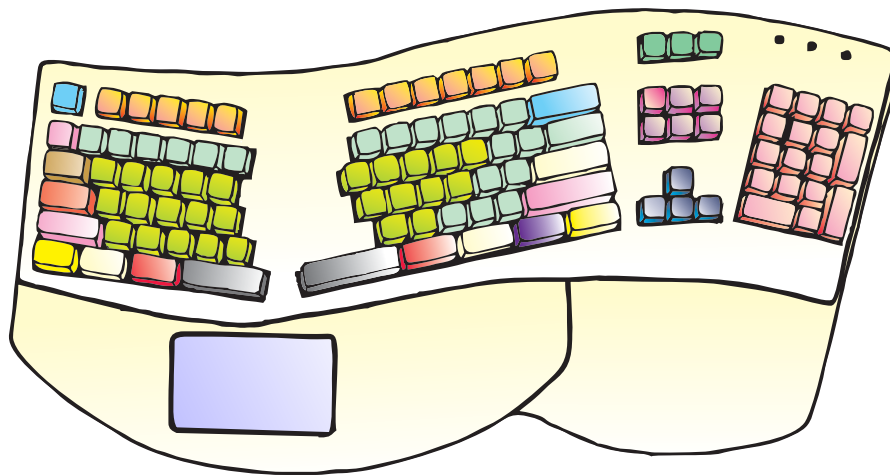
Keyboard Fun

My Keyboard at Work

Keyboard is the part of computer where you can find letters, numbers and other symbols. It looks like a typewriter but it has more keys that perform more works. It is through the keyboard that you can type.



Keyboard is an **input device**. It is used to give commands to the computer. It is made up of about 101 to 104 keys. These keys are grouped together according to their usage.



Some keyboards are designed to lessen the stress of our fingers when typing. These keyboards are called **Devorak**.

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Keyboard Fun

My Keyboard at Work

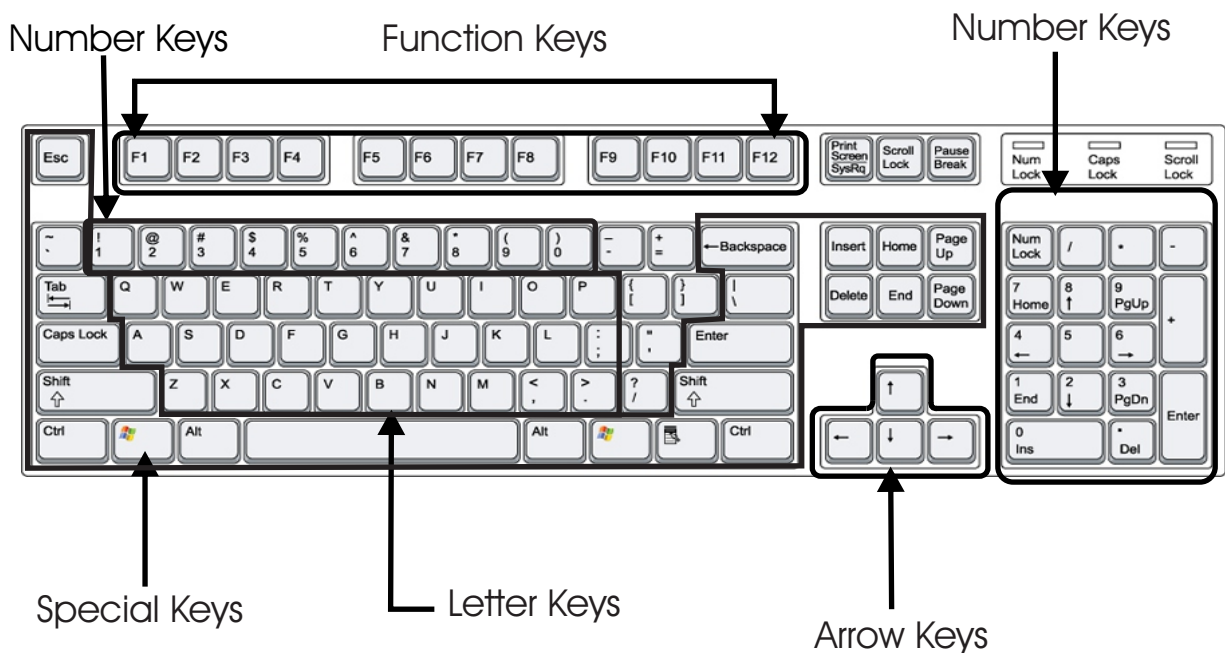
The keyboard is made up of many keys. Each button is called key. Your keyboard looks like a typewriter. But the keyboard, however, has more functions in contrast to the typewriter.

Look at the keyboard below and try to familiarize its parts.

The different keyboard keys are the following:

- Letter Keys
- Number Keys
- Function Keys
- Special Keys
- Arrow Keys

Parts of the Keyboard



LETTER KEYS

The keyboard has 26 letters of the alphabet from letter A up to Z. You can type a word, a sentence, or even a whole paragraph using your keyboard.

Look at the keyboard below. How are the letters arranged? Are they arranged alphabetically?



NUMBER KEYS

The keyboard has ten (10) number keys from 0 up to 9. They are located on the top part and on the right side of the keyboard.



In higher level, the letter keys and number keys are called the alphanumeric keys.



FUNCTION Keys, ESC Key, Print Screen, Scroll Lock, and Pause/Break Keys

These keys are on the first row of keys on the topmost part of the keyboard. **Function keys** for instance have letter F before a number, from **F1** up to **F12**. Each key has a special function.



The **ESC key** is located on the upper left most corner of the keyboard. It is used to exit or stop you from what you are currently working with your computer.

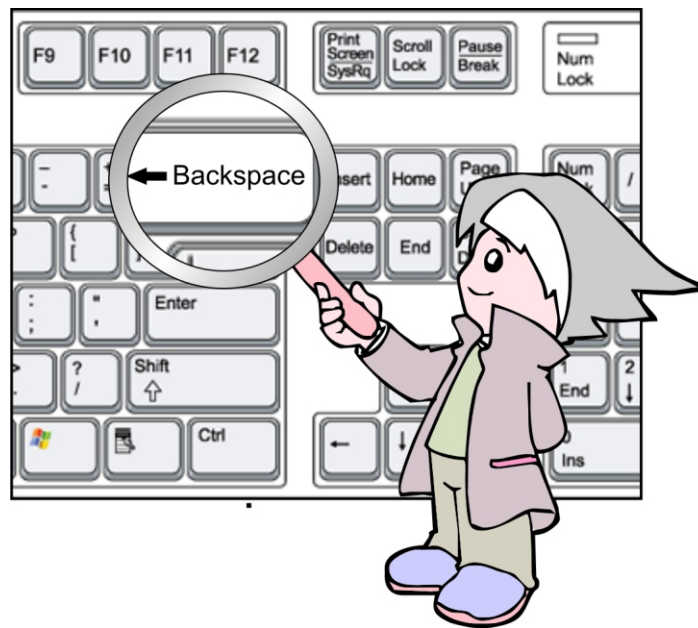
The **Print Screen**, **Scroll Lock**, and **Pause/Break** on the upper right corner have special functions of each own.



SPECIAL KEYS

What are the other keys that you can find on the keyboard? These keys are called **special keys**. Let us get to know these keys one by one.

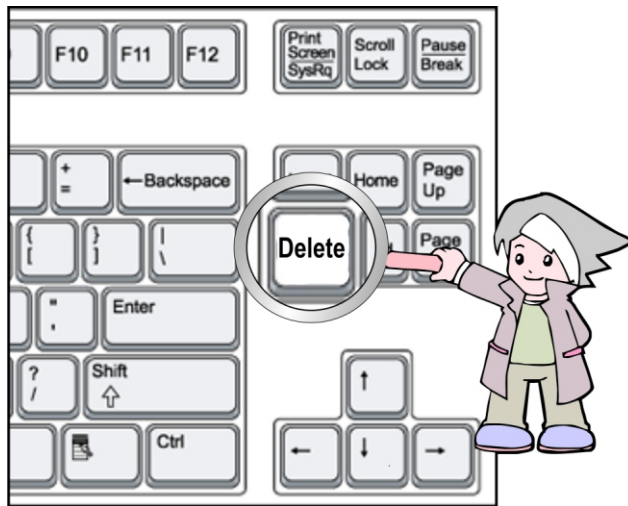
Backspace key is used to erase letter, number or symbol located at the left side of the cursor position.



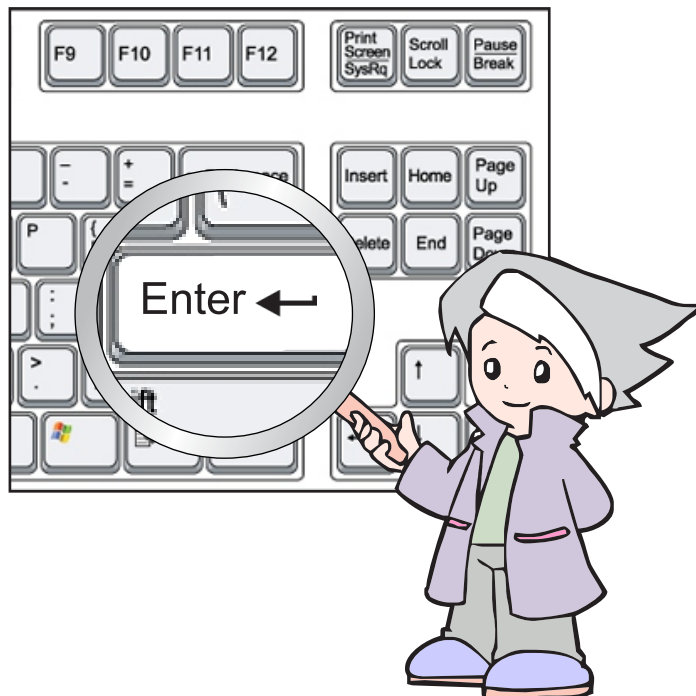
It is much alike to the eraser of your pencil or the eraser your teacher uses to erase the writings on the board. Backspace key erases one letter, number or symbol to the left side of the cursor position.



Delete key is used to erase a letter, number or symbol to the right side of the cursor position.



Enter key is used to end every data input. It allows you to move onto the next line when typing. It is also used to give a go signal to the CPU to do a specific task.



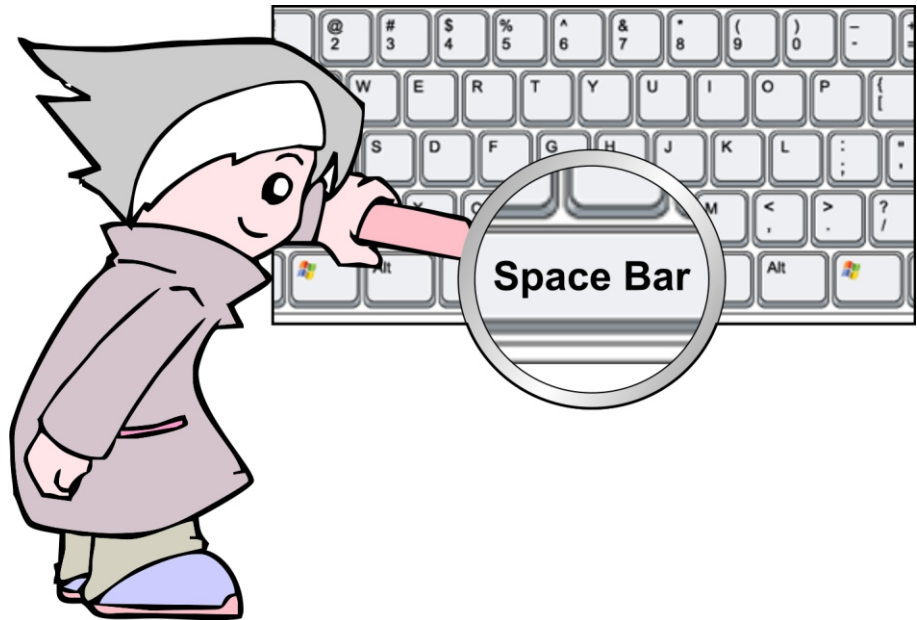
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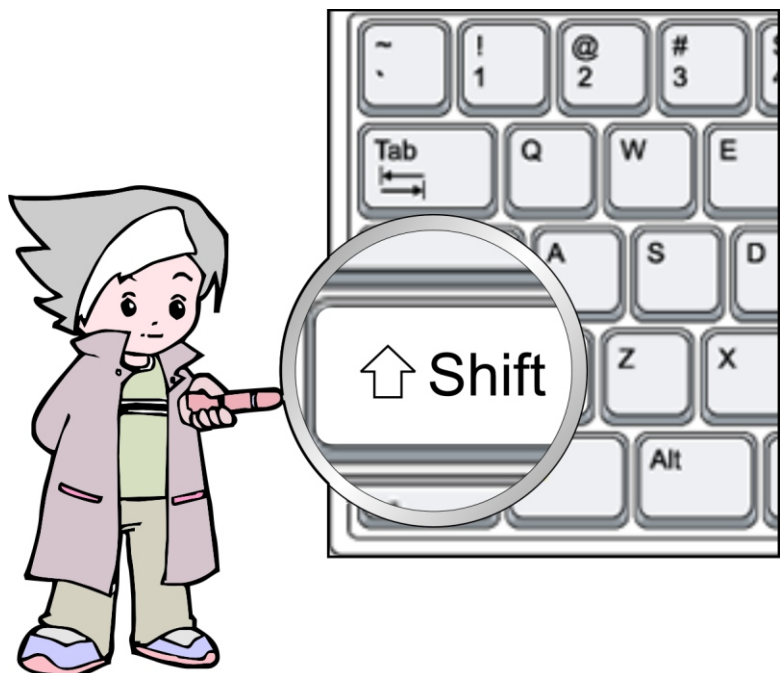
Keyboard Fun

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Space bar is used to make a blank space in between the words and numbers you type.



Shift key is used to type a capital or big letter. It is also used to type the character at the top of the numbers 0-9 or the number keys.



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Keyboard Fun

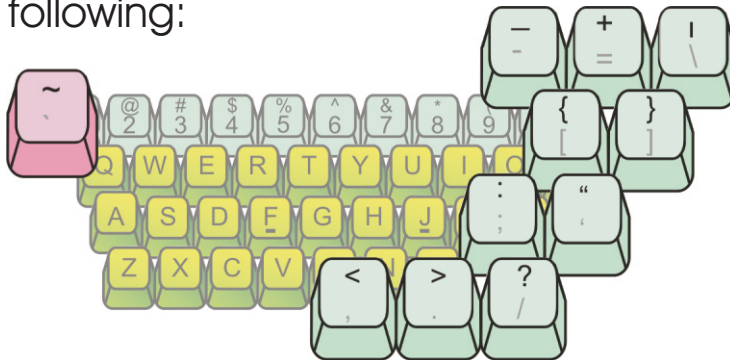
My Keyboard at Work

A **character** is any letter, number or symbol on the keyboard. Each of the letters, numbers and symbols you can find on the keyboard is a character.

The following characters are found on top of the numbers 0 to 9 of the same keys. You need to press the Shift key first to be able to use these characters.



Other characters that require the use of the **Shift key** are the following:



Take note that these characters are on the top portion of a key. Try to find these keys.

Caps Lock key

is used to type a word or sentence in capital letters. It is just like a switch that you press once to turn it on and press it once again to turn it off.

