1.4 The keyboard

space bar   alphabet keys   calculator keys
function keys   return key (or enter key)   indicator lights

function keys

indicator lights

space bar

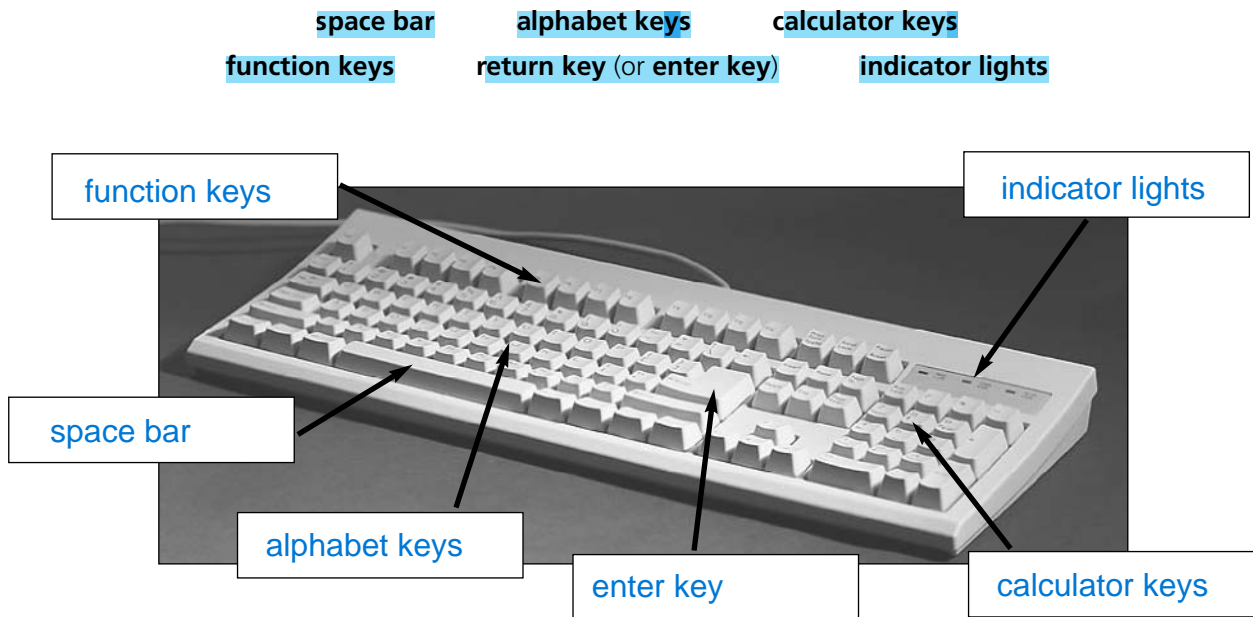alphabet keys

enter key

calculator keys

shift key   alt key   control key   escape key
delete key   tab key   caps lock key   backspace key

1. To go back one space, hit the ___backspace key___.
2. To change to capital letters, press the ___shift key___.
3. To change the capital letters permanently, hit the ___caps lock key___.
4. To insert a tabulation, press the ___tab key___.
5. To activate the "Ctrl" functions, press the ___control key___.
6. To activate the "alt" functions, hit the ___alt key___.
7. To stop the computer doing something, you can press the ___escape key___.
8. Select the text you want to remove, and hit the ___delete key___.

> **You can say "key" or "button"**

standard keyboard   ergonomic keyboard
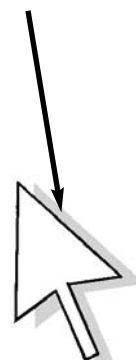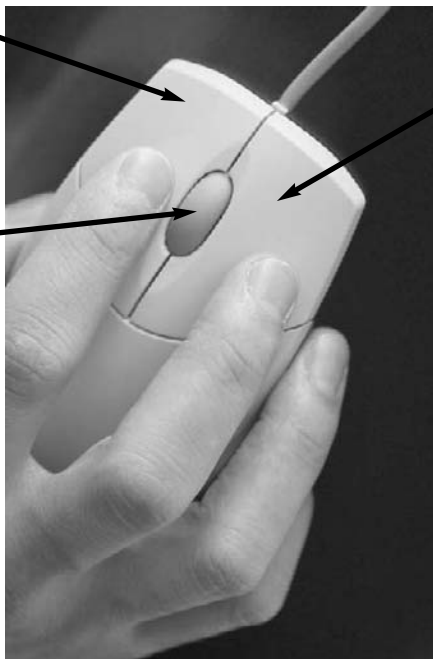key in (or type in)   enter   data input

9. Please ___key in___ your password.
10. It took me two hours to ___enter___ all that text.
11. A keyboard is a ___data input___ device.
12. Do you have a ___standard keyboard___?
   No. I have a special ___ergonomic keyboard___ It's better for my arms and back.

pointer	on	optical	roll
scroll up	scroll down	touchpad	left button
right button	joystick	single	double
scroll wheel	hold down	repetitive strain injury	

1. ____scroll up____ to see pages above.
2. ____scroll down____ to see pages below.
3. To select text, ____hold down____ the left button, and move the mouse pointer.
4. If you use a mouse for many hours every day, you can get _repetitive strain injury_ in your fingers.
5. With a laptop computer, plug in a mouse, or use the ____touchpad____ in front of the keyboard.
6. To play some games, you need to use a ____joystick____ instead of a mouse.
7. To move up and down a page, you can ____roll____ the mouse wheel.
8. This mouse doesn't have a ball. It's an ____optical____ mouse.
9. One click of a mouse button is called a ____on____ click.
10. Two clicks of a mouse button are called a ____double____ click.
11. Click ____single____ the folder to open it.

12. ____left button____

13. ____right button____

14. ____scroll wheel____

15. ____pointer____

A wheel mouse