

Know the Keyboard

Focus of the chapter

- How to use the Keyboard
- Keys on the Keyboard



Chapter

4



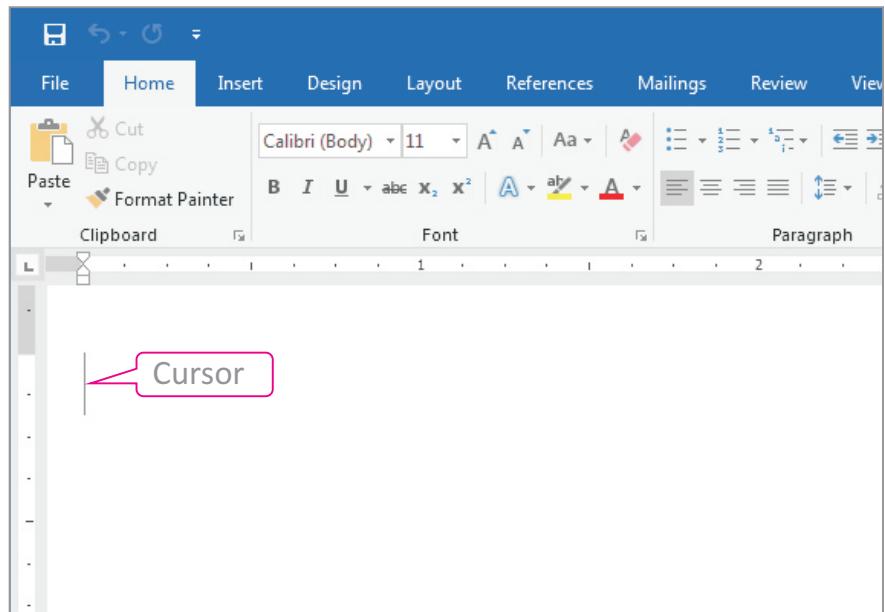
How to Use the Keyboard

We use a pencil to write in a notebook.

In the same way, we use a keyboard to write on a computer.

A keyboard has keys. We press these keys to type. A blinking line on the monitor shows where we can start typing.

It is called **cursor**.



Whatever we type can be seen on the monitor.

Let us know learn about different types of keys.

Keys on the Keyboard

There are many types of keys on a keyboard.

Some of these are as follows:

Alphabet Keys

Number Keys

Space bar

Enter Key Arrow Keys

Backspace Key

Delete Key



Parts of a Keyboard

Alphabet/Letter Keys

Alphabet keys are used for typing letters, words and sentences. There are 26 alphabet keys on a keyboard.



InfoBit

Q, W, E, R, T and Y are the first six alphabet keys on a keyboard.

Alphabet Keys

Number Keys

There are two sets of **number keys** on a keyboard.

These keys show numbers from 0 to 9. We use number keys to type numbers.



Numeric Keypad



Try Out

Identify the Alphabet keys and Number keys :

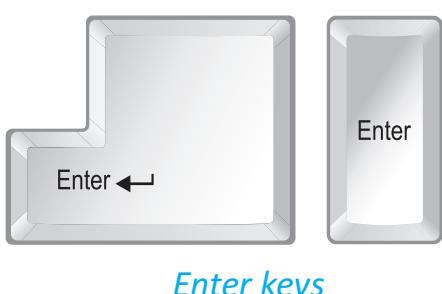


Alphabet keys : N,

Number keys : 1,

Space bar Key

Space bar is the longest key on the keyboard. We use the space bar to give blank spaces between words.



Enter Key

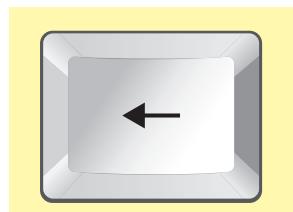
Enter key helps us to move the cursor to the next line.

There are two Enter keys on the keyboard.

Backspace Key

When pressed, the **Backspace** key erases anything typed to the left of the cursor.

In the example given you need to correct the spelling of 'CLLASS' to 'CLASS'.



Position the cursor after the first 'L' and then use the **Backspace** key to erase the extra 'L'.



Delete key

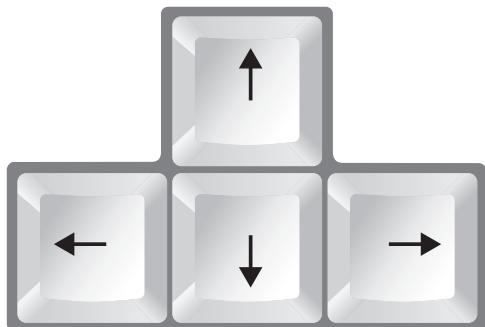
Delete Key



When pressed, the **Delete** key erases anything typed to the right of the cursor.

In the example, you need to correct the spelling of 'COMPUTYER' to 'COMPUTER'.

Position the cursor after 'T' and then use the **Delete** key to erase 'Y'.



Arrow Keys

Arrow Keys



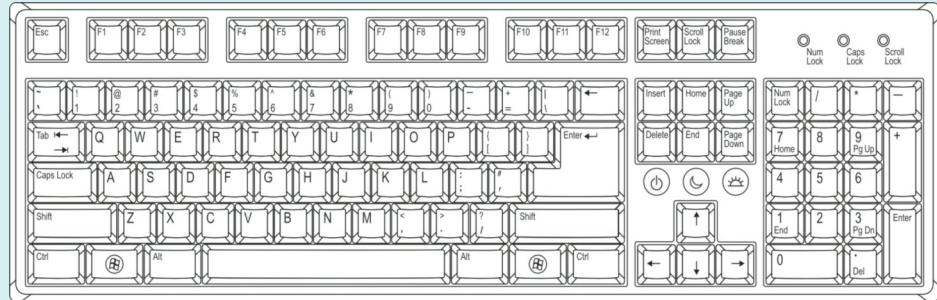
Arrow keys are used to move the cursor in the left, right, up or down direction. These keys have arrows marked on them.



Try Out

Colour the keyboard in the picture that follows according to the following colour code:

- Enter Key – Purple
- Space bar Key – Orange
- Delete Key – Red
- Backspace Key – Green
- Arrow Keys – Pink





Chapter in Short

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- We use a keyboard to write on a computer.
- A blinking line on the monitor shows where we start typing. It is called cursor.
- Alphabet keys are used for typing letters, words and sentences.
- We use number keys to type numbers.
- Space bar is the longest key on the keyboard.
- Enter key helps us to move the cursor to the next line.
- Backspace key erases anything typed to the left of the cursor.
- Delete key erases anything typed to the right of the cursor.
- Arrow keys are used to move the cursor in different directions.



A. Fill in the blanks:

number, delete, Enter, space bar, keyboard

1. We use a _____ to write on a computer.
2. There are two sets of _____ keys.
3. _____ is the longest key on the keyboard.
4. The _____ key is pressed to move the cursor to the next line.
5. The _____ key erases anything typed to the right of the cursor.

B. Write 'T' for true and 'F' for false:

1. There are two sets of alphabet keys on the keyboard.
2. The space bar is used to give blanks spaces.

3. We use the Enter keys to type numbers.
4. Whatever we type can be seen on monitor.
5. We use the Alphabet keys to type letters.

C. Tick (✓) the correct option:

1. To type your name, you will press the :
(a) alphabet keys (b) number keys (c) delete key
2. Which key moves the cursor to the next line?
(a) Delete (b) Space bar (c) Enter
3. The _____ key erases anything typed to the left of the cursor.
(a) Backspace (b) Enter (c) Delete
4. _____ keys are used to move the cursor in different directions.
(a) Alphabet (b) Arrow (c) Number

D. Answer the following questions:

1. What do we use to write on a computer?
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2. Name the blinking line on the monitor that shows where we can start typing.
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3. Which key do we use to move the cursor to the next line?
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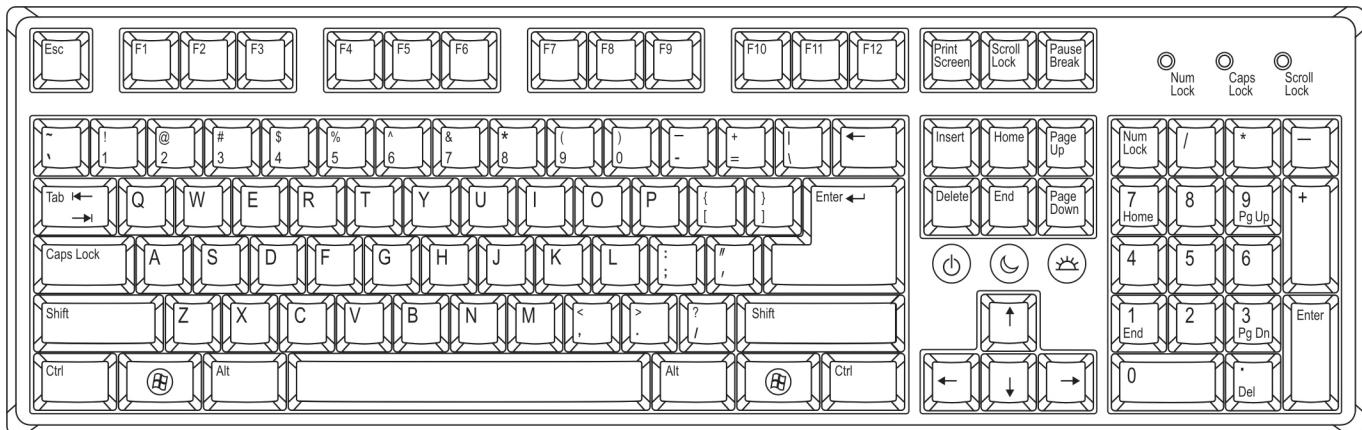
4. Name the longest key on the keyboard.
-

5. Which key is used to erase anything typed to the right of the cursor?
-



Activity Corner

- A. Colour the keys with the letters of your best friend's name in green and the keys with the numbers of your roll number in orange on the keyboard below:**



- B. Circle the following keys in the word search:**

Enter, Backspace, Number, Alphabet, Space bar

A	B	E	L	E	T	S	B
L	A	W	E	U	N	P	A
P	C	K	N	T	L	A	C
H	T	R	T	P	M	C	K
A	S	L	E	L	B	E	S
B	O	M	R	O	K	B	P
E	A	W	T	U	R	A	A
T	N	U	M	B	E	R	C
A	O	I	C	P	U	X	E