Number Keys

The keys on which you see numbers: 0 - 9 are called number keys. These are used to write numbers.

Special Keys

The keys on which you see words are called special keys. These are used for specific tasks such as moving to the next line on a page.

Moz: Try to type your names on the keyboard. Can you find the alphabets in your name on the keyboard?

Tejas: [types his name] Yes. My name now appears on the monitor! Whatever I typed on the keyboard is now shown on the monitor.
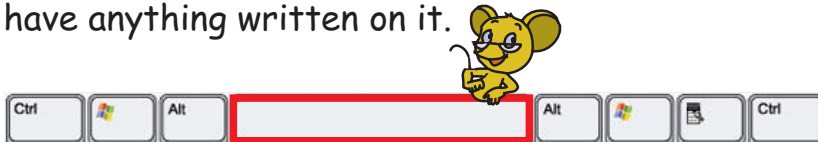Moz: Remember, your posture while using a keyboard is important. Sit straight while typing. Press softly on the keys.

Tejas: [continues typing "TejasJyoti"]: How do I leave a space between the names?
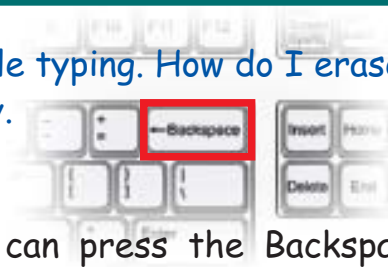
Moz: Use the **space bar**.

Space bar

While you are typing, you can press the space bar to create spaces. This is usually the longest key on the last row of the keyboard. It may not have anything written on it.

Tejas: I made a mistake while typing. How do I erase it?
Moz: Use the **Backspace** key.

Backspace

While you are typing, you can press the Backspace key to erase letters. It is usually the last key in the row of numbers. This may look different on different keyboards.

Tejas [after a lot of typing] : How do I go to the next line?
Moz: Use the **Enter** key. Press this key once to go to the next line.
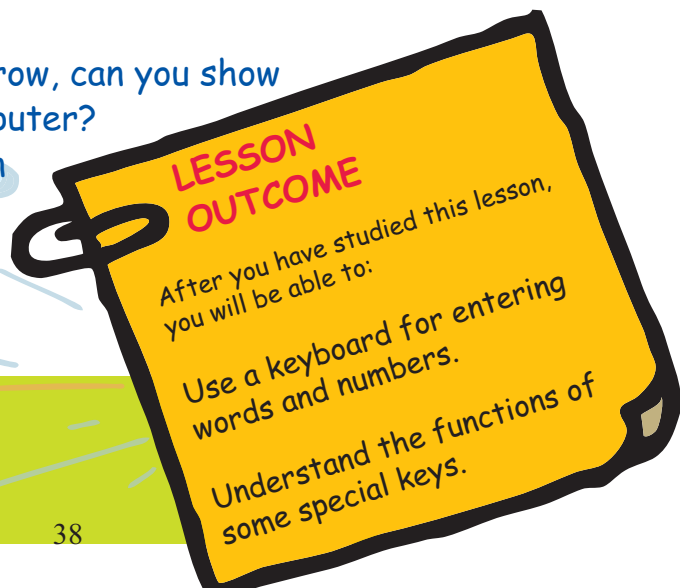

Enter Key

While you are typing, the Enter key is used to move to the next line. It is usually found at the end of the middle row of alphabets. The Enter key is also used for other actions which we will learn later.

Moz: Now we can played a game like 'falling letters'. This will help you to find the alphabets on the keyboard.

The children play the game for sometime and soon it was time for them to go home.

Tejas: This was fun. Tomorrow, can you show us how to paint using a computer?

Moz:. Yes. Tomorrow we can explore how to draw, paint and much more. Chin Chinaki…

LESSON OUTCOME

After you have studied this lesson, you will be able to:

Use a keyboard for entering words and numbers.

Understand the functions of some special keys.