

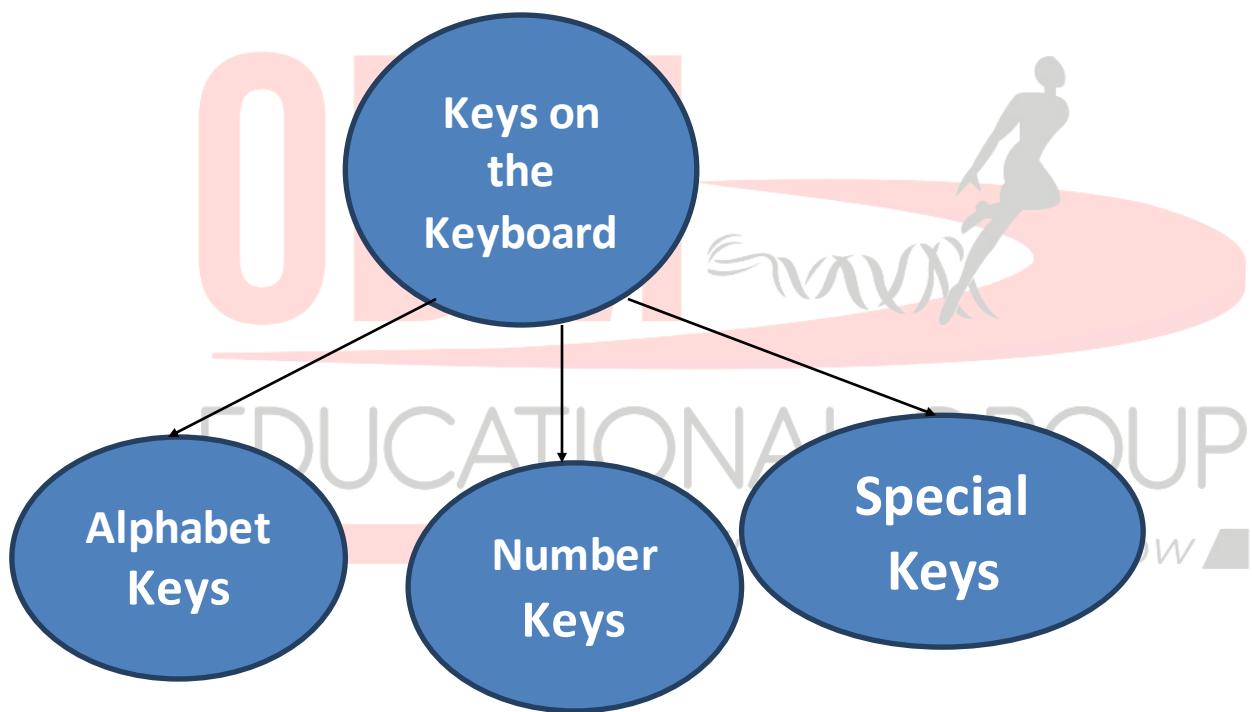
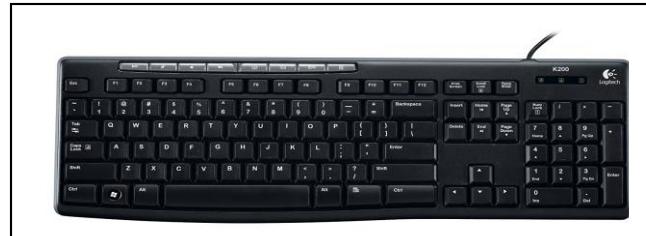
Chapter-5

THE KEYBOARD

STUDY NOTES

Keys on the Keyboard

- A Keyboard has many buttons.
- The buttons are called as keys.
- There are four types of keys.



Alphabet keys:

- The keyboard consists of 26 alphabet keys from A to Z.
- These help us to type words or sentences on the screen.



Number Keys:

- There are 10 number keys from 0 to 9.
- These keys help to type numbers.



Special keys:

Spacebar key

- The spacebar key is the longest key on the keyboard.
- It is used to add blank space between letters, words or numbers.



Enter keys:

Enter keys:

- The Enter key helps us to move the cursor to the next line.
- A keyboard has two enter key.
- It comes with different shapes.



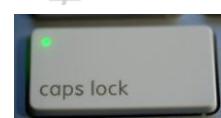
Backspace Key:

- Backspace key works like an eraser.
- We can erase the letters one by one, on the left of the cursor.



Caps Lock key:

The Caps Lock key helps the user to type capital letters.



Cursor:

It is a blinking line that shows where you can start typing the text is called as Cursor.

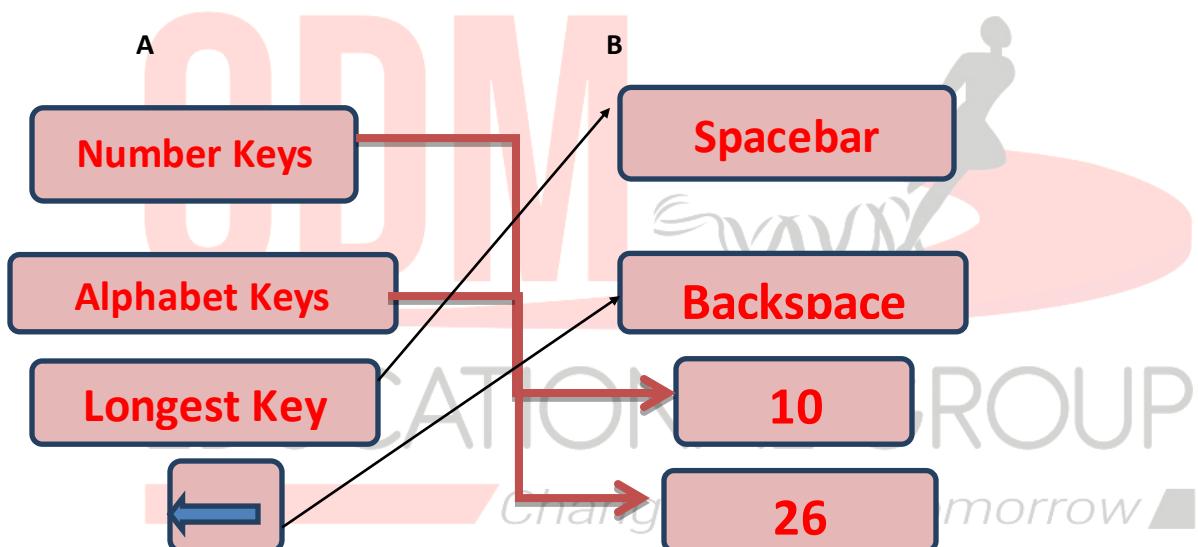
BRAIN DEVELOPER

A. Fill in the blanks

*Hints: Spacebar Alphabet Three Enter

1. There are three types of keys on a keyboard.
2. The alphabet keys are used to type letters, words, and sentences.
3. The enter key is used to move the cursor to the next line.
4. The spacebar key is used to add blank space between words.

B. Match the following.



SECTION-B

A. Tick the right answer

1. The _____ key erases the text on the left side of the cursor.

a. Enter b. Spacebar c. Backspace

2. A keyboard has _____ Enter keys.

a. One b. Two c. Four

B. Guess who I am

1. I make the letters appear in capital.

Ans: Caps lock key

2. I am the longest key on the keyboard.

Ans: Spacebar key

3. I work like an eraser.

Ans: Backspace key

