

## 05 Parts of a Keyboard

□ Read this page and **answer the quiz questions**.



The main part of the keyboard includes the **alphanumeric** keys (letters and numbers) and the **space bar**. The spacebar enters a space between words during typing.



The **Escape (Esc)** key allows you to stop a function or action. For example, if you are watching a video in full screen mode, pressing the Esc key will exit out of that mode.



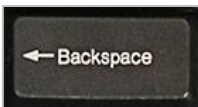
The **function** keys are labeled F1 through F12. Some programs use these keys as shortcuts for common tasks. For example, in many programs, F1 opens the Help file. On some keyboards, the function keys also control things like the sound volume or monitor brightness.



The **Tab** key is used to create indents in word processing programs. Also, if you are filling out a form online, you can use the Tab key to move to the next field.



The **Control (Ctrl)**, **Alternate (Alt)**, and **Shift** keys are designed to work in combination with other keys. Typically, you hold down Ctrl, Alt, or Shift and then type another key to do a specific task. For example, in many programs, typing **Ctrl+S** will save a file.



The **Backspace** key erases the character to the left of the cursor.



The **Enter** key carries out commands. For example, while on the internet, you can type in a website address and then press Enter to go to the site.

It is also used to start a new line when typing words or sentences.

The **Print Screen**, **Scroll Lock**, and **Pause/Break** keys are at the upper-right corner of the keyboard. The **Print Screen** key takes a picture of your screen (called a "screenshot") that you can



edit or save using a graphics program. **Scroll Lock** and **Pause/Break** are rarely used today, so some keyboards

don't have them.



The **cursor control keys** can vary, but they will usually include the following:

**Delete:** Erases the character to the right of the cursor or deletes selected text or object(s).

**Insert:** Switches between insert mode (which inserts new text without deleting anything) and overwrite mode (which deletes the text after the cursor as you type).

**Home and End:** These move the cursor to the beginning or end of the current line.



**Page Up and Page Down:** These scroll a document or webpage up or down.

**Arrow keys** are used for many different purposes, including moving the cursor, scrolling a document, or controlling actions in a game.



The **numeric keypad** resembles a calculator keypad. Many people find that it is easier to type numbers using this keypad. On some keyboards, these keys double as arrow keys.