



A keyboard generally has 104 keys. Some keyboards may have more and some may have even less than 104 keys. As we type, a blinking line moves to the right. This blinking line on the screen is called the **cursor**.



*Keyboard*

Let us revise about some keys already learnt.

**Alphabet keys** help us in typing alphabets or text.

**Number keys** help us in typing numeric or numbers. We can also call them numeric keys.

**Space bar key** is used to give spaces between the text. It is the longest key.

**Enter key** is used to bring the cursor to the next line on the monitor.

Let us now learn about some more keys on a keyboard.

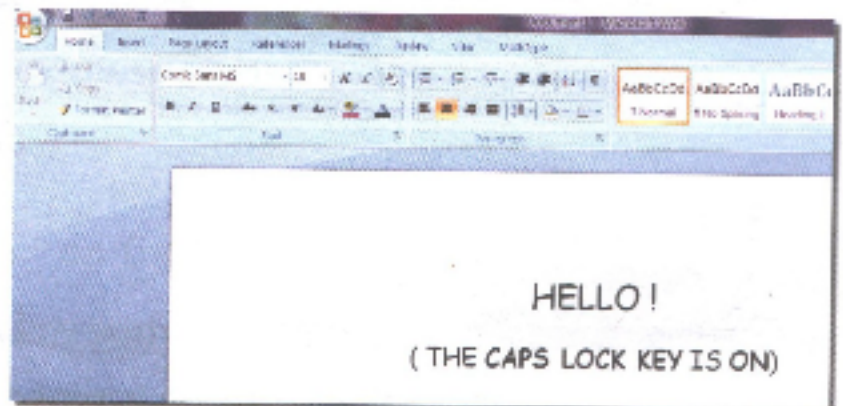
## CAPS LOCK KEY

Caps Lock

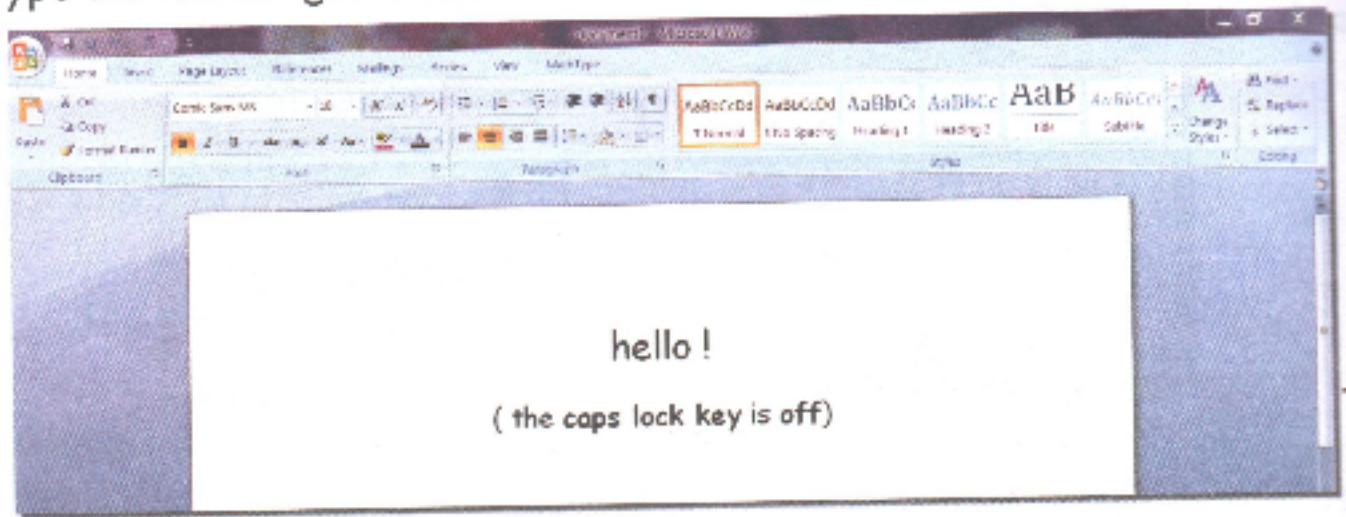
When we type, words appear in small letters. But which key allows us to write text in capital letters?

Yes, it is the **Caps Lock Key**.

First press on the Caps Lock key. A small light on the keyboard turns ON.



Now, again press the Caps Lock key. The light on the keyboard is now OFF. Type the words again and see the difference.

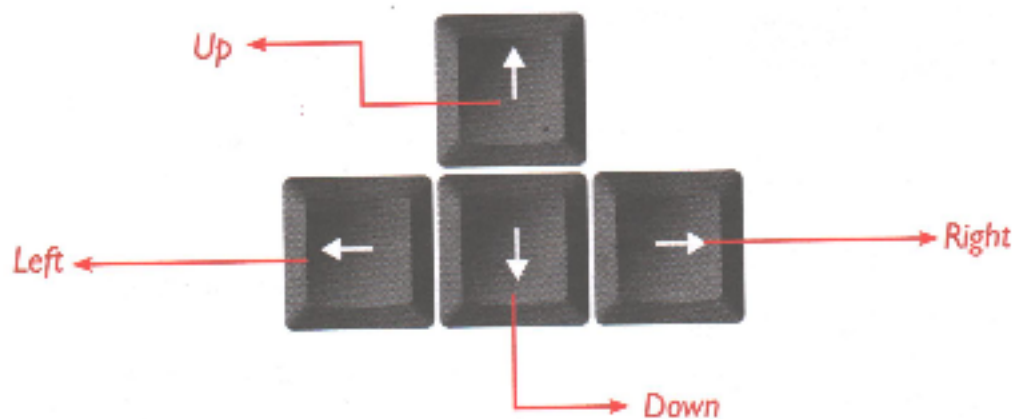


## ARROW KEYS



**Arrow keys** are a group of keys on the keyboard that help to move the cursor on the monitor screen. They are also known as **cursor control keys**.

The arrows or the cursor control keys show the direction in which the cursor can be moved by pressing that key. The cursor can be moved in any of the four directions – Left, Right, Up and Down.



## DELETE KEY



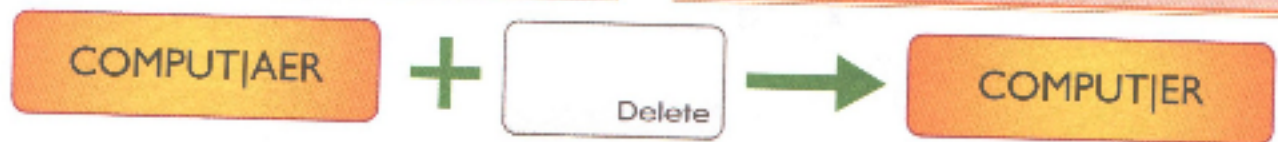
The **Delete key** erases anything that is typed to the right of the cursor.



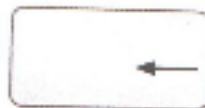
Let us understand this with the help of an example.

I have typed COMPUTER incorrectly as COMPUTAER.

To correct this mistake, bring the cursor after 'T' and press **Delete** key.



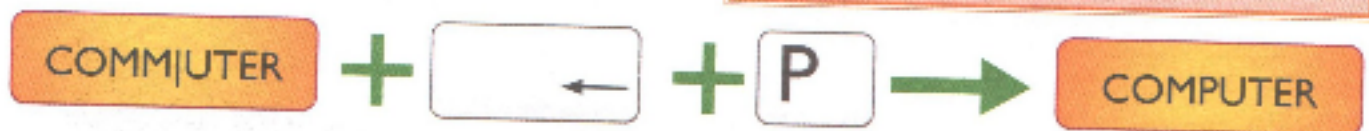
## BACKSPACE KEY



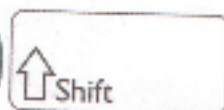
The **Backspace** key when pressed erases text to the left side of the cursor. Let us understand this with the help of an example.



I have typed COMPUTER incorrectly as COMMJUTER.


To correct this mistake, bring the cursor after incorrect M and press the **Backspace** key. Now, type P at its place.




## SHIFT KEY



We can see some keys with two characters on them. For example,  and .

When we press , we will get 8 on the monitor.

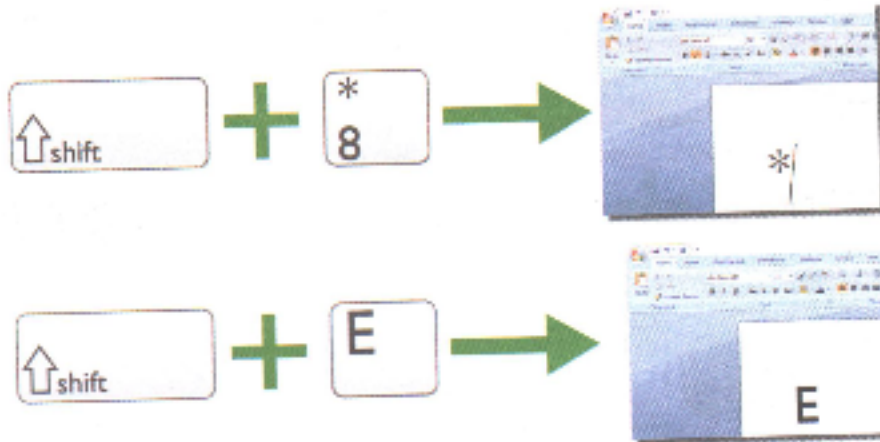
To type the character \*, follow these steps :

1. Press and hold the Shift key.
2. Press . We will get \* on the monitor.

Similarly, we can use the Shift key with the other keys having two characters.



We can also use the Shift key to type in capital letters. For example,



## TYPES OF A KEYBOARD

Keyboard can be of two types :

### 1. **Wired keyboard**

Wired keyboards are directly connected to CPU using a wire externally. It looks exactly like a typewriter. It contains an arrangement of buttons which make the typing easy. When one of the keyboard button is pressed, an electric circuit is closed and the keyboard sends a signal to the computer which tells whether it is number, alphabet or symbol.



### 2. **Wireless keyboard**

Wireless keyboard can be used from far away distance within a range.



## TIPS TO USE THE KEYBOARD SAFELY

Using a keyboard safely help us avoid pain in our hands, wrist and arms.



Here are some of the tips we should follow if we use computer for a long period of time.

- (i) Always place the keyboard at the elbow level.
- (ii) Avoid resting the palm or wrist on any surface while typing.
- (iii) Take short breaks from computer in every 15- 20 minutes.
- (iv) When we are not typing, relax the arms and hands.

### Recap

- Caps Lock key enables us to write text in capital letters.
- Arrow keys on the keyboard help us to move the cursor on the monitor screen.
- Anything can be erased using the Delete key that is typed to the right of the cursor.
- The Backspace key erases text to the left side of the cursor when pressed.
- We must follow tips to use a keyboard safely to avoid pain in our hands, wrist and arms.

## EVALUATE

### A Tick (✓) the correct answer.

1. \_\_\_\_\_ key enables us to write text in capital letters.  
(a) Arrow  (b) Delete  (c) Caps Lock
2. Which key is used for erasing alphabet.  
(a) Delete Key  (b) Caps lock Key  (c) Arrow key

### B Fill in the blanks using the given words.

capital      alphabet      far      monitor

1. Alphabet keys are used for typing text.



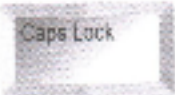
2. Caps lock key helps in typing Capital letters.
3. Arrow keys help cursor to move on the monitor screen.
4. Wireless keyboard can be used from far away.


**C Write 'T' for true and 'F' for false statements.**


1. Light OFF on Caps Lock key indicates lowercase letters.
2. The arrow keys are also known as cursor control keys.
3. The Backspace key erases text to the right side of the cursor.
4. The keyboard should be placed at the elbow level.

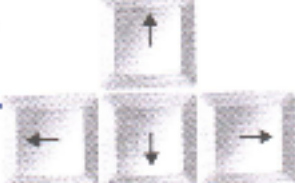



**D Match the following keys of the keyboard with their symbols.**

1.  i. Shift Key

2.  ii. Backspace Key

3.  iii. Arrow Keys

4.  iv. Caps Lock Key

5.  v. Delete Key

**E Answer the following questions.**

1. How many keys are there in a standard keyboard?  
Standard keyboard has 104 keys.
2. What is the use of alphabet keys?  
Alphabet keys help us in typing alphabets or text.
3. Give difference between delete key and backspace key. Delete keys erases that is typed to the right of the cursor and backspace erases text to the left side of the cursor.
4. Explain Caps lock key.  
A caps lock key is used to type text in capital letters.

