

GET TO KNOW YOUR KEYBOARD

Directions: Using the word list at the bottom of the page, insert the term that best completes each sentence. You will use each term only once.

1. The _____ and _____ keys are used in combination with other keys to access functions that are built into your word processing software.
2. The _____ key moves the cursor one character to the left and deletes that character.
3. The _____ key locks the alphabetic keys in uppercase so that you can easily key all capital letters.
4. The _____ keys move the cursor on the screen up, down, left, and right.
5. The _____ key removes text directly over the cursor.
6. The _____ key toggles between insert mode and type over or overstrike mode.
7. The _____ key allows you to use the numeric keypad.
8. The _____ and _____ keys move the page up or down one screen at a time from the current display.
9. The _____ key moves the cursor ahead a preset number of spaces. By default, this key moves the cursor one-half inch (5 spaces) at a time.
10. The _____ moves the cursor ahead one space at a time.
11. The _____ key moves the cursor directly to the beginning of a line.
12. The _____ key moves the cursor directly to the end of a line.

Word List

Spacebar	Insert	Tab	Home
Caps Lock	Num Lock	Alt	Ctrl
Page Up	End	Page Down	
Arrow	Backspace	Delete	