# Lesson-4

## Keyboard : Special Keys

Hardwords :

1. Symbols
2. Alphabets
3. Keypad
4. Spacebar
5. Arrow keys
6. Numeric
7. Special
8. Punctuation
9. Combination
10. Control
11. Alternate
12. Shift
13. Delete
14. Backspace
15. Cursor

# Question and Answers

① Write 5 special keys in keyboard?

Ⓐ. i) Symbol keys
ii) Arrow keys
iii) Punctuation keys
iv) Combination keys
v) Enter key.

2. How many combination keys are there in keyboard? What are they?

A. There are 3 combination keys.
They are :- i) shift key
ii) control key [ctrl]
iii) alternate key [alt]

3. How many enter keys are there in keyboard, What is their use?

A. i) A keyboard has 2 enter keys.

ii) They are used to bring the cursor to the next line.

4. How backspace and delete key erases the letters?

A. i) Backspace key erases the letters to the left side of cursor.

ii) Delete key erases the letters to the right side of cursor.



## BRAIN DEVELOPER

### A. Fill in the blanks.

1. A cursor is a small blinking line on the screen.
2. The Spacebar key is the longest key on the keyboard.
3. The right arrow key is used to move the cursor to the right.
4. The backspace key erases letters to the left side of the cursor.

**Hints**

Backspace
Cursor 1
Longest 2
Right Arrow 3

### B. Identify the keys and name them.

1. ↑ up arrow key
2. ← left arrow key
3. ↓ down arrow key
4. → right arrow key

### C. Guess! Which key am I?

1. I type text in capital letters. Caps lock key
2. I erase the letters to the right side of the cursor. Delete key
3. I move the cursor to a new line. Enter line
4. I give space between the words. Spacebar key

### D. Tick (✓) the right answer.

1. The alphabet keys are used while writing a paragraph or sentence.

   a. Alphabet ✓ b. Arrow ☐ c. Number ☐

2. Which key is used to type marks present on the upper part of the keys?

   a. Alt key ☐ b. Shift key ✓ c. Ctrl key ☐