

CHAPTER -4

THE KEYBOARD

I.ANSWER THE FOLLOWING QUESTIONS:

1.How many keys are there on a keyboard?

Answer: There are 104 keys on a keyboard.

2.How many types of keys are there on a keyboard?

Answer: Four main types of keys are there on a keyboard.

3. What do you know about function keys?

Answer: The function keys are programmable keys whose operations can be pre programmed by the software being used.

4.What is the function of caps lock key?

Answer: The caps lock key is used to type letters in capital.

5. What is the function of enter key?

Answer: Enter key is used to bring the cursor down to the next line.

6. What are cursor movement keys?

Answer: Cursor movement keys are used to move the cursor in all the direction up, down, left and right. There are four cursor movement keys.

7. What are symbol keys?

Answer: The symbol keys are used to type the symbol in a computer.

8.What is the use of shift keys?

Answer: The use of shift keys is that it is used to type letters in capital when the caps lock light is off and a small when caps lock light is on.