

## Computer Keyboard

We use a pencil or pen to write in a book. We use chalk or a marker to write on the board in class. We can't use any of these to write on a computer, so we use the keyboard to enter information and instructions to the computer.



This is a keyboard. It has many buttons on it called keys. We use these keys to type something on the computer. Different keyboards have different numbers of keys, but most standard keyboards have about 105 keys. Different keys perform different tasks.

The different types of keys are:

- **Alphabet keys**
- **Number keys**
- **Special keys**
- **Function keys**

### **Alphabet keys**

The alphabet keys are marked **A – Z**. There are **26** alphabet keys on the keyboard. These are used to type letters, words, and sentences. Due to its first row of letters Q W E R T Y, it is called a **QWERTY** keyboard.

### **Number keys**

The number keys are placed above the alphabet keys and on the right side of the keyboard. There are **ten** number keys marked **0 – 9**. We use them to type numbers on the screen. The numeric keypad on the right may only be used when the **Num Lock** is **ON**.

### **Function keys**

These keys are used for different functions in different programs. These are found at the top of the keyboard.

### **Special keys**

**Space bar** – the space bar key is the longest key on the keyboard. We use it to give space between numbers, letters, and words.

**Enter** – there are two Enter keys on the keyboard. This key is used to move the cursor to the next line. We also use this key to give instructions to the **CPU (Central Processing Unit)**

**Backspace** – this key is above the enter key. We use it to erase mistakes to the left of the cursor.

**Caps Lock** – this key is used to type capital letters. When we press this key, the Caps Lock light turns **ON**. When it is **ON** and you press an alphabet key, letters appear in upper case (capital). When it is **OFF**, letters appear in lower case (small).

**Arrow** – these keys are also called cursor control keys or cursor moving keys. There are four of them to indicate directions UP, DOWN, LEFT and RIGHT. They are used to move around a document without using the computer mouse.

**Delete** – this key erases mistakes to the right of the cursor.

**Shift** – this key is used to type special symbols (!, @, #, \$, etc.) written on the upper side of the number keys and some other keys. It is also used to type a single upper case (capital) letter.