

Unit 1**WORKSHEET 1C****Keyboard Keys**

Directions: Choose the correct key term from the list and write the corresponding letter in the blank. If necessary, use your computer keyboard to help answer the questions.

- _____ 1. Used to apply a command or finalize data entry. Also used to move the insertion point to the next line.
- _____ 2. Modifier key that, used in combination with text, makes a letter uppercase.
- _____ 3. Used to erase characters to the right of the insertion point.
- _____ 4. Adds a space at the insertion point.
- _____ 5. Indents the insertion point or text.
- _____ 6. When turned on, locks the alphabet keys so that all letters are uppercase.
- _____ 7. Moves the insertion point up, down, left, or right without creating spaces or deleting text.
- _____ 8. The key that toggles the Overtyping (OVR) function in Word. This determines whether the insertion point inserts text or types over existing text.
- _____ 9. Used to erase characters to the left of the insertion point.
- _____ 10. Can be used for different commands, depending on the program. Often used with modifier keys.
- _____ 11. A keyboard command that lets you keep both hands on the keyboard instead of using the mouse.
- _____ 12. Press this key and the N key to open a new document.
- _____ 13. The Alt, Ctrl, and Shift keys are all examples of this type of key.
- _____ 14. The blinking symbol that shows where you will be entering text or data on the screen.

- a. Delete key
- b. Backspace key
- c. Function Keys
- d. Shift key
- e. Insert key
- f. Enter key
- g. Insertion point
- h. Caps Lock key
- i. Space Bar
- j. Arrow keys
- k. Modifier keys
- l. Tab key
- m. Ctrl key
- n. shortcut