



LITTERA PUBLIC SCHOOL

CLASS I

**CHAPTER 5
THE KEYBOARD**

COMPUTER

As we write in notebooks using a pencil or pen, in the same way we can type on a computer using a keyboard.

The small buttons on the keyboard are called the "keys".



Alphabet/ Letter Keys

The keys which have letters / alphabets printed on them are called the alphabet keys. They are used for typing letters, words and sentences. There are 26 alphabet keys on the keyboard.

Number keys

The keyboard also has number keys 0 to 9. These are also called the "Numeric Keys". There are total 10 number keys on the keyboard. These keys are used for typing numbers.

Spacebar Key

The spacebar is the longest key on the keyboard. You can use this key to give a small space between two words or letters.

Enter keys

This key helps us to start a new line or a new paragraph while typing. There are two Enter keys on a keyboard.

Caps Lock key

The caps lock key is used to type letters in capital. Pressing this key will switch on / off the caps lock light.

Delete keys and backspace key

Sometimes we make mistakes while typing on the computer. To erase these mistakes, delete keys erases anything typed to the right of the cursor. backspace key erases anything typed to the left of the cursor.



Arrow keys

Arrow keys are used to move the cursor left , right , up or down on the computer screen . A cursor is a small blinking line on the monitor which look like this |.

It shows the position where a letter , number or symbol can be typed.

