Basic Computer Skills – The Keyboard

Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to: https://www.kclibrary.org/services/techlearn

The keyboard is an important tool that allows you to type commands into your computer such as text or numbers. Below is a list of keyboard function scenarios, read through them and fill in the blank using the correct key names in the box.

| Tab | Backspace | Shift | Up Arrow | Enter | Caps Lock |

Pressing this key makes all letters you type capitalize, you must press it again to turn capitalization off. Which key is this? ______________

Pressing this key will start a new line or paragraph. Which key is this? __________

Holding down and pressing this key while pressing another key will activate a secondary function. For example: holding down and pressing this key while at the same time pressing the 7 key will type &. What key are you holding down and pressing? ____________

Pressing this key will delete text to the left of your cursor. Which key is this? ____________

Pressing this key will allow you to move the cursor up. Which key is this? ______________

Pressing this key will move your cursor to the next tab stop. Which key is this? ______________

Now write each key name onto its correct key location using the blank keyboard sheet on the next page.