**Get to Know Your Keyboard**

**Directions:** Using the word list at the bottom of the page, insert the term that best completes each sentence. You will use each term only once.

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ keys are used in combination with other keys to access functions that are built into your word processing software.
2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key moves the cursor one character to the left and deletes that character.
3. The \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ key locks the alphabetic keys in uppercase so that you can easily key all capital letters.
4. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ keys move the cursor on the screen up, down, left, and right.
5. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key removes text directly over the cursor.
6. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ key allows text to be inserted within a line of text; it toggles between insert mode and type over or overstrike mode.
7. The \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ key must be activated in order to use the numeric keypad.
8. The \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ keys move the page up or down one screen at a time from the current display.
9. The \_\_\_\_\_\_\_\_\_\_ key moves the cursor ahead a preset number of spaces. By default, this key moves the cursor one-half inch (5 spaces) at a time.
10. The \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ moves the cursor ahead one space at a time.
11. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ key moves the cursor directly to the beginning of a line.
12. The \_\_\_\_\_\_\_\_\_\_\_\_ key moves the cursor directly to the end of a line.

# Word List

Space bar Insert Tab Home

Caps Lock Num Lock Alt Ctrl

Page Up End Page Down

Arrow Backspace Delete