

Date-18/8/2024
Day-Monday
Month-August

Computer H.W.

4. Understanding the keyboard and mouse

- 1) Alphabet keys - There are 26 alphabet keys.
- 2) Number keys - There are 10 number keys (0 to 9).
- 3) Enter key - This key is used to move down to the next line.
- 4) Spacebar key - It used to insert a blank space between two words.
- 5) Caps lock key - This key is used to type text in capital letters.
- 6) Backspace key - This key is used to erase text to the left of the cursor.

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7) Delete key - This key is used to erase text to the right of the cursor.

8) Arrow key - It is used to move the cursor up, down, left or right on the computer screen.

9) Shift key - This key is used along with the alphabet keys for typing that letters in capital.