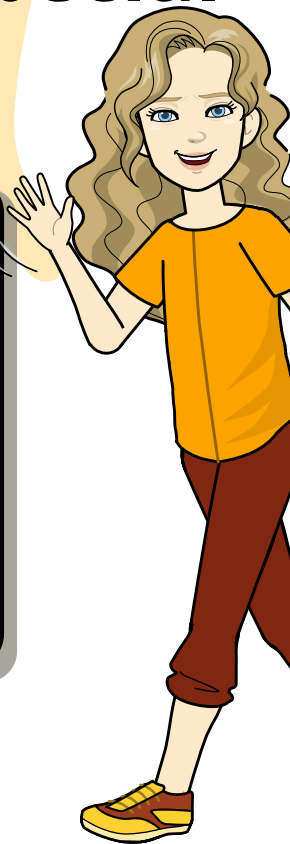


Keyboard

Keyboard is the most common and very popular input device which helps to input data to the computer. The layout of the keyboard is like that of traditional typewriter. The keyboard has keys made up of letters, numbers, symbols and special function keys.



There are special keys on the keyboard which allow the cursor to move in up, down, left and right directions. Other special keys on the keyboard include keys like Tab, Del, Ctrl, Ins, PgUp, PgDn etc



All Keyboard Keys Name and Uses

Each key present in the keyboard has its own special function. And on the basis of this work, they are divided into the following six categories. Whose description is as follows

- **Function Keys**
- **Typing Keys**
- **Control Keys**
- **Navigation Keys**
- **Indicator Lights**
- **Numeric Keypad**



Keyboards are of two sizes 84 keys or 101/102 keys, but now keyboards with 104 keys or 108 keys are also available for Windows and Internet.

1. Function Keys

Function Keys are at the top of the keyboard. They are written in the keyboard from F1 to F12. Function Keys are used to perform a particular task. They have different functions in each program.

2. Typing Keys

.Typing keys include both types of keys (alphabet and numbers), they are collectively called alphanumeric keys.

Typing keys also include all kinds of symbols and punctuation marks. These keys are used the most

3. Control Keys

These keys are used alone or with other keys to perform a certain task. In a normal keyboard, most of the Ctrl key, Alt key, Window key, Esc key are used as Control keys. Apart from these keys like Menu key, Scroll key, Pause Break key, PrtScr key etc. are also included in the control keys.

4. Navigation Keys

Navigation keys have keys like Arrow keys, Home, End, Insert, Page Up, Delete, Page Down etc. They are used to move around in a document, webpage etc.



Some Important Typing Keys and Their Uses



1. Tab Key

Tab is used to give space of several letters at once. Apart from this, it also has many uses. Tab is also used in some keyboard shortcuts.

2. Caps Lock Key

This button is used to write all letters in uppercase (large). When Caps Lock is on, all letters will be written in uppercase and when off, they are written in lowercase.

3. Shift Keys

Shift Keys are used to write letters in uppercase. Apart from this, Shift Keys are also used to type the upper part of a button.

Some Important Typing Keys and Their Uses

4. Spacebar

Spacebar is the biggest key in the keyboard. It is used to move the cursor forward one space.

5. Enter Key.

Enter Key is an important key. It is used to start the next line. When Enter is pressed, the cursor moves to the beginning of the next line. Enter key also works as 'OK' button.

6. Backspace

Backspace is used to delete the text or selected text. Along with this, its function changes in different software.



Control Keys and Their Uses

1. Esc Key.

Esc key is used to cancel any currently running task. Esc Key full name is Escape Key.

2. Ctrl Key.

The full name of Ctrl Key is Control Key. It is used in Keyboard Shortcuts

3. Alt Key.

The full name of Alt Key is Alter Key, it is also used in Keyboard Shortcuts.

4. Windows Logo Key.

This key is used to open the Start Menu.

5. Menu Key.

Menu Key works in the same way as Right Click of the mouse. It opens the options related to a selected .

6. PrtScr Key.

This key is used to take the image of the computer

Use of Navigation Keys

1. Arrow Keys

Arrow Keys are four - Up Arrow, Down Arrow, Left Arrow and Right Arrow. They are used to move the cursor and the webpage in the direction of Arrows.

2. Home Key.

Home Key is used to bring the cursor to the beginning of a document. With the help of this, a webpage and document can be started right away.

3. End Key.

End Key is used to bring the cursor to the end of a document. With the help of this, a webpage and document can go down at once.



Use of Navigation Keys

4. Insert Key.

Insert Key is used to turn Insert mode on and off.

5. Delete Key.

Delete Key is used to delete the text after the cursor, the selected text and files and folders.

6. Page Up Key.

Page Up Key is used to move Cursor and a page up a bit.

7. Page Down Key.

Page Down Key is used to move Cursor and page down a bit.

