

The Keyboard

Chapter 2: The Keyboard · Topic 1

Key Concept

The keyboard has letter keys (A-Z), number keys (0-9), and special keys like Enter, Space, and Shift.

The Enter key helps us move to a new line or confirm a command, while the Space bar adds space between words.

The Shift key helps us type capital letters or special symbols when held down with another key.

Practising typing on the keyboard helps us become faster and more accurate at using computers.

Quick Revision Notes

- The keyboard types letters, numbers and symbols.
- It has letter keys A-Z and number keys 0-9.
- Special keys include Enter, Space and Shift.
- The Enter key moves to a new line or confirms commands.
- The Space bar adds space between words.
- The Shift key types capital letters.
- Shift is held with another key for symbols.
- Practice improves typing speed and accuracy.

Practice Questions

- 1 Practice typing your name on a keyboard.
- 2 Find the Enter, Space and Shift keys.
- 3 Type a capital letter using Shift.
- 4 Practice typing numbers 1 to 10.
- 5 Discuss why the Space bar is useful.
- 6 Practice typing a simple word slowly and then faster.