

# PENANG SANGAM HIGH SCHOOL

## YEAR 9

### OFFICE TECHNOLOGY

#### WORKSHEET 8

#### LESSON NOTES AND ACTIVITY

<b>STRAND</b>	OT 9.2 Computer Concepts and Skills
<b>SUB-STRAND</b>	OT 9.2.3 Document Processing
<b>LEARNING OUTCOME</b>	<ul style="list-style-type: none"><li>• Define keyboard.</li><li>• Identify different types of keyboard.</li><li>• Explain the functions of different types of keyboard</li></ul>

#### **KEYBOARDING SKILLS**

A **keyboard** is one of the primary input devices that allow users to input text into a computer or any other electronic machinery. It is a peripheral device that is the most basic way for the user to communicate with a computer.

#### **Types of keys on the keyboard:**

##### **1. Alphabet Keys:**

26 alphabet keys are present on a keyboard from A to Z. these keys are not present in the alphabetical order. These keys are used to type words, sentences or paragraphs.

##### **2. Numeric Keys:**

These keys are used for typing numbers. These keys are present above the top row of the alphabet keys and also present on the right side of the keyboard.

##### **3. Special Keys:**

Keyboard has more special keys such as Space bar Key, caps lock key, backspace key, shift key, enter key, symbol keys and tab key etc.

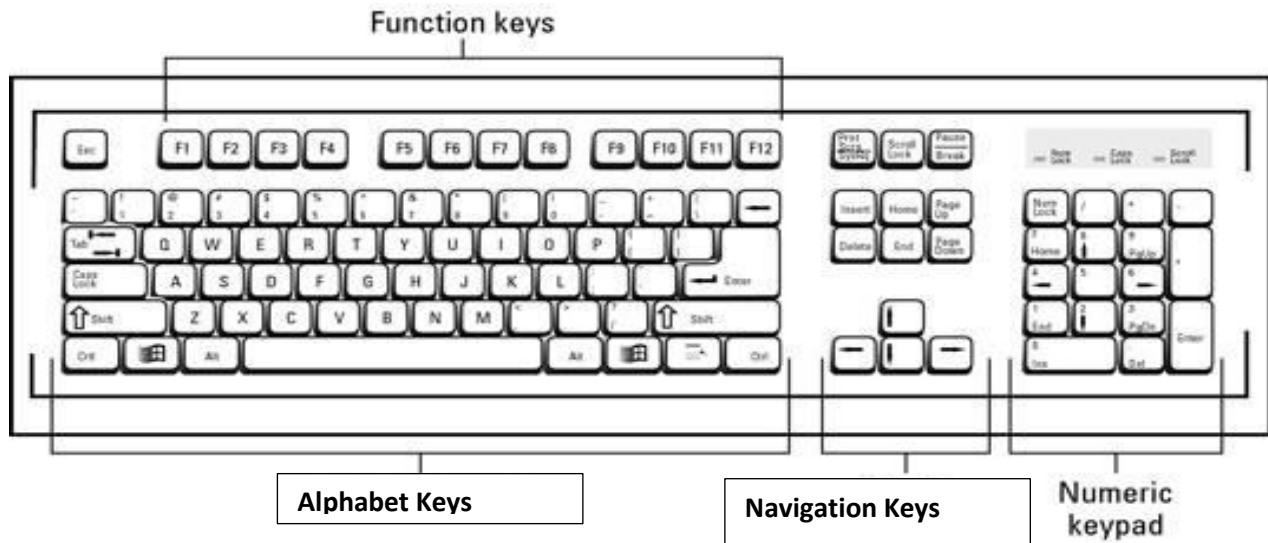
##### **4. Function Keys:**

12 function keys are present on a keyboard. They keys are perform specific tasks. They are present on the topmost row of the keyboard. Label F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11 and F12. These keys have different functions for different programs.

## 5. Navigation Keys:

Every keyboard has some special navigation keys such as Cursor control keys (Arrow Keys), Home key, End key, Ctrl, Alt, Page Up, Page Down, Delete, Insert etc.

### Layout of a keyboard



### ACTIVITY

1. F12 key on the keyboard is an example of
  - a. Alphanumeric keys
  - b. Punctuation keys
  - c. Special keys
  - d. Numeric keys

2. The purpose of the keys below is to:



- a. Check your work
  - b. Lock the keyboard
  - c. Navigate through the document
  - d. For decoration only
3. What is the cap lock key used for?
    - a. Type small letters
    - b. Delete letters
    - c. type capital letters
    - d. retrieve letters
  4. What is the function of special keys on the computer keyboard?

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THE END ☺