(Approx. 445 words)

Keyboard Refresher Quiz

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Most of us have been using a computer keyboard for years, so you are probably comfortable using it. But a good review of these helpful keyboard keys can make your texting much easier.

There are keyboards for computers, laptops, on-screen touch keyboards for tablets and phones. They may look a bit different and have some different keys, but they all will (basically) do the same thing (well, with very few exceptions). How many of these do you remember? Answers are provided at the end of the article, but don’t peek!

1. How do you repeat a letter or symbol?

2. What do you call that vertical line that appears BETWEEN letters to allow you to insert or delete text?

3. How do you enter all capital (uppercase) letters?

4. What does hitting the “delete” key do when you are editing text NOT highlighted?

5. How do you highlight or select the text you want to delete, move, or copy?

6. What is the difference between “cut” and “copy?

7. What does the “tab” key do?

8. What are “function” keys (the “f”-keys)?

9. Can you use a keyboard to enter a menu option?

10. What do the arrow keys do?

11. What does the ESCAPE key (Esc) do?

12. Can you find these controls on your keyboard?: Volume up or down, insert, page up or down, or “call a 10-year-old for help”?

**Answers**:

1. Hold down the key.

2. The insertion point (also known as the cursor).

3. Hit the “caps lock” key or double touch the capital (uppercase) key.

4. It will delete the character to the RIGHT of the insertion point.

5. Drag your mouse or finger over the text to highlight it.

6. “cut” will remove the text you have highlighted, “copy” will not. But either one will place your selection on the clipboard.

7. It moves the insertion point a few spaces to the right (actually you are entering a “tab” character and you may be able to change the size (length) of the tab spacing.

8.They will execute a command depending upon the app you are running. For example, the F3 key in a game app could mean “jump.” Usually, the F1 key is used for getting help.

9. Yes, usually with a two (or at most three) key combination with the “Alt,” “Ctrl,” or “Windows” keys.

10. They move your cursor or insertion point in that direction on the screen.

11.It will try to “escape” out of (or stop running) the app you are using.

12. Keep looking!

