(Approx. 250 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”?

