



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 9

STUDY MATERIAL

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DATA ENTRY AND KEYBOARD SKILLS

Keyboard function and details of some key.

Caps Lock key: It is a toggle key, which activated, causes all alphabetic characters to be uppercase.

Ctrl Key: Control key is used in conjunction with other keys to produce control characters. The meaning of each control character depends on which program is running.

Delete Key: Delete key deletes the character at the current cursor position, or the selected objects, but does not the move cursor. Delete key deletes the character to the right of the insertion point.

Enter key or Return key: It is used to enter commands or to move the cursor to the beginning of the next line.

Esc key: Escape key is used to send special codes to devices and to exit from programs and tasks.

Function keys: Special keys labeled F1 to F12. These keys have different meaning depending on which program is running.

When a key is pressed, an electrical contact is formed. These electric signals are transmitted to a micro controller in a coded form to the computer describing the character which correspondence to that key.

Keyboards are used for text-based programs and software. In the modern GUI based operating systems and applications, more sophisticated pointing devices were evolved, such as mouse, joystick, scanner, etc.

Numeric Keypad: Numeric keypad is used when enormous numeric data is to be entered. This keypad is just like a simple calculator. It is normally located on the right-hand side of computer keyboard. It is normally located on the right hand side of computer keyboard. It contains numbers 0 to 9, addition(+), subtraction(-), multiplication (*) and division (/) symbols, a decimal point (.) and Num Lock and enter keys. Numeric keypad may also work on dual mode.

Home Keys: Alphabets ASDF are home keys for the left hand and;(Semi-colon) LKJ for the right hand.

RAUSHAN DEEP

PGT (IT)
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