



G.D.GOENKA PUBLIC SCHOOL SRINAGAR

3.1 TYPES OF KEYS

Though there are several input devices viz. mouse, touch screen, character/voice recognition etc. used for giving input to the computer, yet the use of keyboard is the most common method adopted for input of data into a computer.

Commonly, a computer has a keyboard that looks like a typewriter keyboard. However, a computer keyboard contains additionally certain keys which are also used to give commands to the operating system of a computer.

A computer keyboard contains the following types of keys:

- **Alphanumeric Keys**

These keys contain letters and numbers on the keyboard. These keys are:

A-Z for alphabets, and 0-9 for numbers.

- **Punctuation keys**

The keys used for inserting various punctuation marks are period (full stop), comma, semicolon, brackets, apostrophe, parenthesis etc. Also, it includes all of the mathematical operators such as the plus sign, minus sign, and equal sign.

- **Special keys** Understanding the keyboard also means learning the special functions of certain keys. Commonly used special keys are explained as under:

Ctrl Key: The full form of Ctrl is Control. This key is used in combination with other keys. For example, Ctrl+S to save a document.

Alt Keys: The full form of Alt is Alternate. It is used like a control key. You depress Ctrl+Alt+Del simultaneously when you want to get out of computer as the application on which you are working is held up or muddled up.

Arrow Keys: There are normally four arrow keys to move the cursor - up, down, right or left. The Arrow Keys can also be used in conjunction with the Shift or Alt keys.

