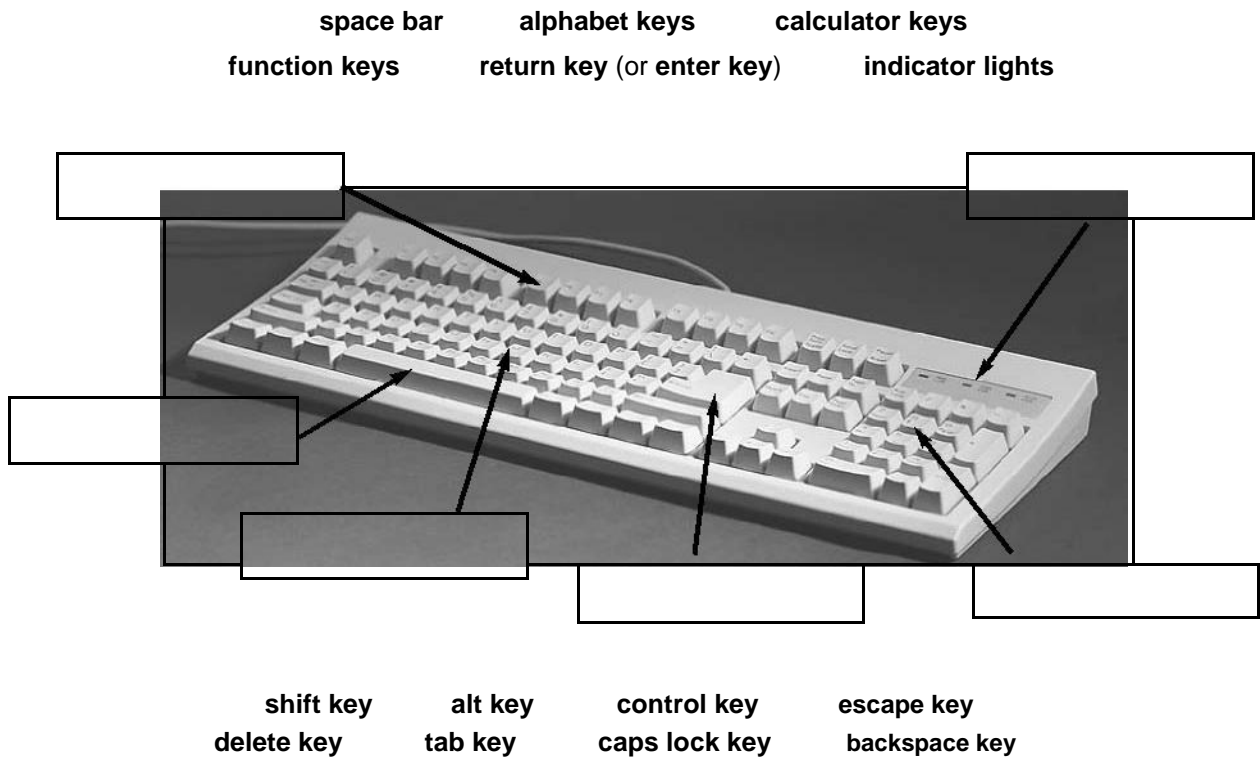


The keyboard



1. To go back one space, hit the _____.
2. To change to capital letters, press the _____.
3. To change the capital letters permanently, hit the _____.
4. To insert a tabulation, press the _____.
5. To activate the "Ctrl" functions, press the _____.
6. To activate the "alt" functions, hit the _____.
7. To stop the computer doing something, you can press the _____.
8. Select the text you want to remove, and hit the _____.

**You can say "key"
or "button"**

standard keyboard

ergonomic keyboard

key in (or type in)

enter

data input

9. Please _____ your password.
10. It took me two hours to _____ all that text.
11. A keyboard is a _____ device.
12. Do you have a _____?
13. No. I have a special _____. It's better for my arms and back.



