




Keyboard key names in english pdf

I'm not robot!

Something went wrong. Wait a moment and try again. There are lots of different keys (buttons) on a computer or laptop keyboard. What the majority of these keys are is obvious (e.g. letters and numbers), but there are other keys which do functions, actions (e.g. shift), or keyboard shortcuts (a quicker way to do actions using the keyboard, e.g. 'copy and paste'). Although non-native speakers of English know exactly what these keys do, they often don't know the names of these keys in English. And this can cause problems when giving or receiving instructions on how to use a computer application. In this online exercise on computers, we will look at the English names of these function or action keys that are most commonly used for computer applications and shortcuts. If you need to learn this vocabulary, another online exercise you will find useful is our one on 'verbs of movement on a computer' or on the 'names for parts of a web page'. In the below photo of a keyboard, you will find that the different function or action keys are either surrounded/enclosed by a red line with a number in red or just have a number in red on top of the key. These red numbers are used below the photo to confirm the name of each key(s) (e.g. 1 = Delete Key). Focus on the names of these different keys and then do the quiz at the end to check that you both understand their meaning and remember them.

1 = Delete Key 2 = Backspace Key 3 = Tab Key 4 = Return Key 5 = Caps Lock Key 6 = Shift Key 7 = Control Key 8 = Function Key 9 = Alt Key 10 = Space Bar 11 = Arrow Keys

Below is a definition/description of each of the different keys that are named on the above keyboard. Now fill in the blanks with the name of one of these keys which are in bold in the above list. Only use the name of one key(s) once and write it as it is in the list. Click on the "Check Answers" button at the bottom of the quiz to check your answers. When the answer is correct, two icons will appear next to the question. The first is an Additional Information Icon . Click on this for extra information on the word/phrase and for a translation. The second is a Pronunciation Icon . Click on this to listen to the pronunciation of the word/phrase and to do a pronunciation speaking test. Now that you understand the new vocabulary, practise it by creating your own sentences with the new words/phrases. Write function of every keys of keyboard in details with their names. 

Keys on the computer keyboard

Alt KeyA computer key that you press together with another key so that the other key does something different from what it usually does. You can also refer to this key simply as **Alt**.**Arrow Key**One of four computer keys marked with an up, down, left, or right arrow, used for moving the cursor.**Backspace**The key that you press on a keyboard to move one space backwards in a document.**Caps Lock**A key on a computer keyboard that makes all the keys produce capital letters.**Character Set**A complete set of letters, numbers, or symbols that can be used by a computer.**Command Key**On some computers, a key that you press together with another key to make the computer do a particular thing.**Control**The control key on a computer keyboard.**Control Key**A key on a computer keyboard that is used in combination with other keys for doing particular operations. This key is usually marked 'Ctrl'.**ctrl** abbreviation control: the control key on a computer keyboard.**Delete Key**A computer key that removes characters. This key is sometimes simply referred to as **del**.**Enter Key**A key on a computer keyboard that makes the computer perform an action or start a new line of writing.**Escape**The escape key on a computer.**Escape Key**A key on a computer keyboard that allows someone to stop an action, leave a program, or return to a previous menu. This key is usually marked 'Esc'.**Function Key**A special button on a computer keyboard that is used for a particular operation in a program. The keys near the top of a keyboard marked 'F1' to 'F12' are function keys.**Hot Key**A key on a computer keyboard that provides a short way of performing a set of actions.**Key**One of the parts that you press on a keyboard to make it produce letters, numbers etc.**Keypad**The part at the side of a computer keyboard that has number keys and arrow keys on it.**Numeric Keypad**The part of a computer keyboard to the right of the main keys that has keys with numbers on them.**Num Lock**A computer key that you press to make the number keys below it enter numbers and not be used for moving up and down a document.**Pound Key**American the hash key on a telephone keypad or computer keyboard.**Return**A return key.**Return Key**A key on a computer keyboard that makes the computer perform an action or start a new line of writing.**Shift**Computing a shift key on a computer keyboard.**Shift Key**The key that you press on a computer keyboard when you want to write a capital letter.**Short Cut**Computing a computer icon or a combination of keys on the keyboard such as 'Alt + C' that helps you to do something on the computer more quickly, for example go to a particular program or copy information.**Space Bar**The long narrow bar at the front of a computer keyboard that you press to make a space between words when you are typing.**Star key**The key with the asterisk symbol (*) on a telephone keypad or computer keyboard.**Tab**Computing a button on a computer keyboard or typewriter that you press to move several spaces along the same line.**Tab key**A tab on a computer keyboard.**Toggle**Computing a key or command (=instruction) on a computer that you use to move from one operation or program to another and back again.**Touchpad**Computing a small flat surface on a laptop computer that you touch with your finger in order to move the cursor on the screen.**List of Common Control Key Shortcuts** Ctrl+A These two keys will select all text or other objects. Ctrl+B Bold highlighted text. Ctrl+C Copy any selected text or another object. Ctrl+D Bookmark an open web page or open font window in Microsoft Word. Ctrl+E Center text. Ctrl+F Open find window. Ctrl+G Open Find in a browser and word processors. Ctrl+H Open the Find and Replace in Notepad, Microsoft Word, and WordPad Ctrl+I Italicize text. Ctrl+J View downloads in browsers and set justify alignment in Microsoft Word. Ctrl+K Create a hyperlink for the highlighted text in Microsoft Word and many HTML editors. Ctrl+L Select address bar in a browser or left align text in a word processor. Ctrl+M Indent selected text in word processors and other programs. Ctrl+N Create a new page or document. Ctrl+O Open a file in most programs. Ctrl+P Open a print window to print the page you're viewing. Ctrl+R Reload page in browser or right align text in a word processor. Ctrl+S Save the document or file. Ctrl+T Create a new tab in an Internet browser or adjust tabs in word processors. Ctrl+U Underline selected text. Ctrl+V Paste any text or another object that has been copied. Ctrl+W Close open tab in a browser or close a document in Word. Ctrl+X Cut selected text or another object. Ctrl+Y These keys will redo any undo action. Ctrl+Z Redo [Ctrl+Y] Decrease font size Ctrl+Z Redo [Ctrl+Y] Increase font size Ctrl+= Toggle font subscript Ctrl+^ Shift+= Toggle font superscript Ctrl+End Bottom(end of document or window) Ctrl+Home Top (start of document or window) Ctrl+Insert Copy Ctrl+PgDn Next tab Ctrl+PgUp Previous tab Ctrl+Tab ⇌ Next window or tab Ctrl+⇌ Shift+Tab ⇌ Previous window or tab Ctrl+← Previous word Ctrl+→ Next word Ctrl+Delete Delete next word Ctrl+← Backspace Delete previous word Ctrl+Alt+← Backspace Restart X11 Ctrl+Alt+↑ Rotate screen right-side up Ctrl+Alt+↓ Rotate screen upside down Ctrl+Alt+← Rotate screen left Ctrl+Alt+→ Rotate screen right Ctrl+⇌ Shift+Esc Open task manager Ctrl+Alt+Del Reboot; Open task manager or session options 20 Common Microsoft Word Shortcut Keys Ctrl+W → Close the active window / document. Ctrl+Z → Undo an action. Ctrl+Y → Redo the last action or repeat an action. Ctrl+S → Save a document. Ctrl+P → Print a document. Ctrl+K → Insert a hyperlink. Alt+Left → Arrow Go back one page. Alt+Right → Arrow Go forward one page. Ctrl+C → Copy selected text or graphics to the Office Clipboard. Ctrl+V → Paste the most recent addition to the Office Clipboard. Ctrl+Shift+A → Format all letters as capitals. Ctrl+B → Applies or removes bold formatting. Ctrl+I → Applies or removes italic formatting. Ctrl+= → Apply subscript formatting (automatic spacing). Alt, F, A → Save As. Alt, S, T, I → Insert Table of Contents. Alt, S, T, R → Remove Table of Contents. Alt, W, F → Full Screen Reading - View > Document Views > Full Screen Reading. Alt, W, R → Ruler. View > Show/Hide > Ruler. Alt, F, X → Exit Word.**Other Common Keyboard Shortcuts** → Action Windows key → Open or close Start Menu. Windows key + A → Open Action center. Windows key + C → Open Cortana in listening mode. Windows key + D → Display or hide the desktop. Windows key + E → Open File Explorer. Windows key + G → Open Game bar when a game is open. Windows key + H → Open the Share charm. Windows key + I → Open Settings. Windows key + K → Open the Connect quick action. Windows key + L → Lock your PC or switch accounts. Windows key + M → Minimize all windows. Windows key + R → Open Run dialog box. Windows key + S → Open Search. Windows key + U → Open Ease of Access Center. Windows key + X → Open Quick Link menu. Windows key + Number → Open the app pinned to the taskbar in the position indicated by the number. Windows key + Left arrow key → Snap app windows left. Windows key + Right arrow key → Snap app windows right. Windows key + Up arrow key → Maximize app windows. Windows key + Down arrow key → Minimize app windows. Windows key + Comma → Temporarily peek at the desktop. Windows key + Ctrl + D → Add a virtual desktop. Windows key + Ctrl + Left or Right arrow → Switch between virtual desktops. Windows key + Ctrl + F4 → Close current virtual desktop. Windows key + Enter → Open Narrator. Windows key + Home → Minimize all but the active desktop window (restores all windows on second stroke). Windows key + PrtScn → Capture a screenshot and save in Screenshots folder. Follow the following links for more! [Computer Shortcut Keys and their Functions](#) [Computer Shortcut Keys and their Functions](#) »

Keyboard Function Keys

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