



# CheckPoint 2

**Match the following keys with their functions**

- |              |            |               |
|--------------|------------|---------------|
| A. Page Down | F. Enter   | K. Arrow keys |
| B. Home      | G. Shift   | L. Backspace  |
| C. Caps Lock | H. Delete  | M. Esc        |
| D. Tab       | I. Page Up | N. End        |
| E. Space Bar | J. Shift   |               |

1. \_\_\_\_\_ Moves the cursor up or down one line; right or left one character
2. \_\_\_\_\_ Moves the cursor to the beginning of a line of type
3. \_\_\_\_\_ Erases the character to the right of the cursor
4. \_\_\_\_\_ Erases the character to the left of the cursor
5. \_\_\_\_\_ Inserts a space between words
6. \_\_\_\_\_ Press this key to end a line of type or start a new paragraph; pressing it twice inserts a blank line
7. \_\_\_\_\_ Holding this key down while you press a letter key creates a capital letter
8. \_\_\_\_\_ Turning this key “on,” allows you to type several capital letters
9. \_\_\_\_\_ Moves the cursor several spaces (usually five) to the right -- If the cursor is positioned in front of text, the text also moves
10. \_\_\_\_\_ Some keys have two characters -- Hold this key down to type the top character
11. \_\_\_\_\_ Displays the next screen of information
12. \_\_\_\_\_ Displays the previous screen of information
13. \_\_\_\_\_ Cancels an operation, usually, but not always
14. \_\_\_\_\_ Moves the cursor to the end of a line of type

