

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EL CAMINO COLLEGE  
EDUCATIONAL DEVELOPMENT 40  
ASSISTIVE COMPUTER LITERACY

KEYBOARD QUIZ

1. If you press the "Ctrl" key by itself, the computer will:  
\_\_\_\_\_ A. Re-boot.  
B. Nothing will happen.  
C. Give you an error message.  
D. Burp.
  
2. While using Microsoft Word the "delete" key will:  
\_\_\_\_\_ A. Erase the character to the left of the cursor.  
B. Insert a character to the left of the cursor.  
C. Erase the character to the right of the cursor.  
D. Activate the "Spell Checker" and delete the current word.
  
3. A good example of a "Toggle" switch would be the:  
\_\_\_\_\_ A. Shift key.  
B. Space Bar.  
C. Function keys.  
D. Caps Lock key.
  
4. If you wish to type a special (non-alphabetic) character you must:  
\_\_\_\_\_ A. Press the "Caps Lock" key and special key at the same time.  
B. First press the "Home" key.  
C. First press the "F2" key.  
D. Press the "Shift" and special keys at the same time.
  
5. When you press the "Alternate" key, the computer will:  
\_\_\_\_\_ A. Reboot.  
B. Ask you for your password.  
C. Give control of the cursor to the "Menu Bar".  
D. Continue to run but dump memory.

6. To go from "Caps Lock" to lower case all you really need to do is:  
A. Press the "Escape" key.  
B. Press the "Alternate" and "Control" keys at the same time.  
C. Press the "Up Arrow" key.  
\_\_\_\_\_ D. Press the "Caps Lock" key a second time.
7. When you type something on the keyboard, it will appear:  
A. Three lines above the "Status" line.  
B. At the point where the cursor is currently located.  
C. At a point on the screen as indicated by your Formatting Tool Bar.  
\_\_\_\_\_ D. The cursor really does not have anything to do with where the character appears on the screen.
8. In order to "Dump" the memory of the computer you could:  
A. Press the "RESET" key.  
B. Press the "Control", "Alternate" and "Delete" keys all at same time.  
C. Turn the computer off.  
\_\_\_\_\_ D. All of the above.

9. The "Arrow" keys will allow you to:  
A. Move the text around in your document.  
B. Enter blank lines in your document.  
C. Print arrows to the screen.  
\_\_\_\_\_ D. Move the cursor around without effecting your document.

**THE FOLLOWING QUESTIONS ARE TRUE OR FALSE**

- \_\_\_\_\_ 10. If you make a selection off of a menu and you want to change your mind, you can press the "Esc" key.
- \_\_\_\_\_ 11. The "Function" keys are located across the top of the keyboard.
- \_\_\_\_\_ 12. On a computer keyboard, the alphabetic keys are generally arranged in about the same order as on a standard typewriter.
- \_\_\_\_\_ 13. The "Alt" and "Ctrl" keys will print "Alternate" and "Control" to the screen.
- \_\_\_\_\_ 14. As you move from one program to another, the Function keys will all do the same thing..
- \_\_\_\_\_ 15. The "Caps Lock" key will only effect the alphabetic keys.

