

Formative Assessment SO1

Choose a word from COLUMN B that matches a description in COLUMN A. Write only the letter next to the question number.

COLUMN A

1. These keys are used to perform specific tasks.
2. Switch this key on to type a whole sentence in capital letters.
3. Keep this button in to type a capital letter.
4. To move the cursor to the next line, press this key.
5. To insert spaces between words, press this key.
6. Switch the computer from Insert mode to Overtyping mode.
7. Move the cursor to the next tab stop position.
8. Press this key to switch the numerical keypad on.
9. Use these keys to move the cursor up, down, left or right.
10. Press this key to delete characters to the left of the cursor.

COLUMN B

- A. Caps Lock
- B. Shift
- C. Spacebar
- D. Function keys
- E. Enter
- F. Navigation keys
- G. Tab key
- H. Backspace
- I. Num Lock key
- J. Insert key

1. D Function keys
2. A Caps Lock
3. B Shift
4. E Enter
5. C Spacebar

6. J Insert key
7. G Tab key
8. I Num Lock key
9. F Navigation keys
10. H Backspace