NAME: Johnson Victor

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There are two types of keyboards;

1. Basic keyboard
2. Extended keyboard

BASIC KEYBOARD:

The basic keyboard contains mostly 110 keys and all functions can be performed with these keys. The keys range from 80-110 keys which include:

* Typing keys
* A numeric keypad
* Function keys
* Control keys

The typing keys consist of the letter of the alphabet and is laid out using the QWERTY pattern.

**NUMERIC KEYS**

The numeric keypad is usually located on the far right of the keyboard and consists of a set of 17 keys including symbols like addition, multiplication, comma, delete, subtraction. Some also can used for movement when the arrows on the key are indicated. These keys are usually situated for the business ideal environment of the user of the keyboard deals with a lot of numbers and arithmetic.

**FUNCTION KEYS**

The function keys are situated in the upper top of the keyboard, The **function keys** or **F-keys** on a computer keyboard, labeled **F1** through **F12**, are keys that have a special function defined by the operating system, or by a currently running program .some smaller keyboards and laptop computers the F-keys may have a dedicated function such as changing the screen brightness, the volume, or other device-specific functions. On these keyboards, there is a separate **Fn** key that you can hold down to indicate that you want to use the key as a standard function key, here are some of the functions of the function keys that most keyboard share.

F1-Used as the help key in almost every program. Opens a help screen when this key is pressed.

F2-In Microsoft Windows, renames a highlighted icon, file, or folder in all versions of Windows.

F3-Often opens a search feature for many programs, including Microsoft Windows when at the Windows desktop.

F4-Open the address bar in Windows Explorer and Internet Explorer.

F5-In all modern Internet browsers, pressing F5 refreshes or reloads the page or document window.

F6-Reduce laptop speaker volume (on some laptops).

F7-Increase laptop speaker volume (on some laptops).

F8-Function key used to enter the Windows startup menu, commonly used to access Windows Safe Mode.

F9-Refresh document in Microsoft Word.

F10-In Microsoft Windows, activates the menu bar of an open application.

F11-Enter and exit Fullscreen mode in all modern Internet browsers.

F12-Access the list of bootable devices on a computer at startup, allowing you to select a different device to boot from (e.g., hard drive, CD or DVD drive, floppy drive, USB drive, and network).

CONTROL KEYS

A **Control key** Ctrl is a modifier key which, when pressed in conjunction with another key, performs a special operation (for example, CTRL+C); similar to the Shift key, the Control key rarely performs any function when pressed by itself. The Control key is located on or near the bottom left side of most keyboards (in accordance with the international standard ISO/IEC 9995-2), with many featuring an additional one at the bottom right.

On keyboards that use English abbreviations for key labeling, it is usually labeled Ctrl (rarely, Control or CTRL+C is seen). Abbreviations in the language of the keyboard layout also are in use.

EXTENDED KEYBOARD

The extended keyboard have additional keys, and the design differs among the companies manufacturing them and usually share some similarities to the basic keyboard . These are usually customized keyboards that specific to certain operating systems or applications. examples of extended keyboards

* Mechanical keyboard
* Gaming keyboards
* Virtual keyboards
* Wireless keyboard
* Ergonomic keyboard

**DIFFERENCES BETWEEN THE BASIC KEYBOARD AND EXTENDED KEYBOARD**

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| **BASIC KEYBOARD** | **EXTENDED KEYBOARD** |
| It has the range of 80-110 keys | The number of keys varies depending of the build of the keyboard |
| It can work for general purpose as long as the computer has a universal serial port | Not all can serve general purpose but in their specified field can give the user added advantage |
| They are easy to use keyboard | Some of these keyboards require training to use |
| The basically have one specific design to follow | The vary according to the serving purpose of the keyboard |
| These keyboards are relatively cheap | They are expensive keyboards |