Keyboard is an input device for entering data and instructions into a computer. Data is entered into the computer by pressing set of keys available with this device. The most popular keyboard used today is the 101-keys QWERTY keyboard but multimedia keyboard is also available which contains more than 101 keys.

**Input devices**

**Keyboard keys are arranged in mainly following groups:**

1. **Alphanumeric keys:** - The alphanumeric keys are the collection of alphabets A-Z, numerals from 0-9 and punctuation marks or special symbols.

2. **Numeric keys:** - It is usually located on right side of keyboard and appears like a calculator with ten digits (0-9) and arithmetic operators.

3. **Function keys:** - The Function keys numbered from F1 to F12 are usually arranged in a first row at top of keyboard. Each function key performs different function depending upon the current application being run by user.

4. **Cursor movement keys:** - These keys allows user to change the position of the cursor on the screen. Cursor movement keys move cursor up, down, left and right.

5. **Special purpose keys:** - These keys perform special function i.e. insert, esc, print screen etc.

6. **Modifier keys:** - These keys are used in conjunction with other keys. Modifier keys include keys such as Alt (Alternate), Shift and Ctrl (Control).
**Mouse**

Mouse is a pointing device that controls the position of the cursor on a computer screen without using keyboard. It is called pointing device because it is used to point and select option on screen. Optical mouse are most commonly used today.

**Mouse Actions:**

- **Left Click:** Used to select an item.
- **Double Click:** Used to start a program or open a file.
- **Right Click:** Usually used to display a set of commands.
- **Drag and Drop:** It allows you to select and move an item from one location to another.

**Joystick**

It is also a pointing device which is used to move cursor position on a monitor screen. It consists of a lever which moves in all directions and controls the movement of pointer. Lever is having spherical ball at its base. When the lever moves the cursor moved in the respective direction. It
typically has a button on top that is used to select the option pointed by the
cursor.

E.g. It is commonly used with video games, flight simulators and for controlling
robots.

Track ball

• Track ball is pointing device that works like a mouse. The only difference is
  that the ball in case of the track ball is placed on the top along with the
  button of the trackball. The movement of cursor is controlled by movement
  of ball by the fingers.

• Trackball is most commonly used in notebook or laptop instead of a mouse.

Exercise

1. Write short notes on Keyboard, Mouse, Joystick and Trackball.