Keyboards:

1. Common Input Device: Keyboards are widely used for entering text and commands into computers.
2. Textual Data Entry: Their primary function is to input textual data and execute commands.
3. Standardized Layout – QWERTY: Most keyboards follow the QWERTY layout, named after the first six letters on the top row. This layout is a historical artifact from typewriters.
4. Fixed Layout, Variable Non-Alphanumeric Keys: While letters and digits have a fixed layout, non-alphanumeric keys can vary.
5. QWERTY's Historical Origin: QWERTY's design dates back to mechanical typewriters. Despite not being optimal for typing, it persists due to historical continuity.
6. Dominance Despite Technological Freedom: Even with electric typewriters and computer keyboards not bound by mechanical constraints, QWERTY remains the dominant layout.
7. Economic Considerations: The existing investment in QWERTY keyboards makes a transition costly, requiring either replacement or a phased-out approach.

Function Keys:

1. Programmable Keys: Function keys on keyboards can be programmed to trigger specific actions within an operating system.
2. Top Row, F1 to F12: Located at the top of the keyboard, numbered F1 to F12, often referred to as F keys or FN keys.
3. Useful Shortcuts: Provide handy shortcuts for common computer functions, enhancing

everyday computing tasks.

4. Combo with CTRL, ALT, SHIFT: Frequently combined with other keys like CTRL, ALT, and SHIFT to perform various actions.
5. Common Windows Function Key Uses:
    - F1: Display help screen.
    - F2: Rename highlighted file or folder.
    - F3: Open the search tool.
    - Alt+F4: Close the current window.
    - F5: Refresh window or webpage contents.
    - F8: Boot Windows into safe mode by holding F8 during startup.

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