

1. Answer the following questions.

i. Which key is used to move the cursor to the right by many spaces?

Ans. _____

ii. Identify the keys which perform similar functions as the mouse.

Ans. _____

iii. Which keys are used to erase a word?

Ans. _____

iv. Would you close a menu bar which has been opened unexpectedly?

Ans. _____

v. What is the function of CAPS LOCK key?

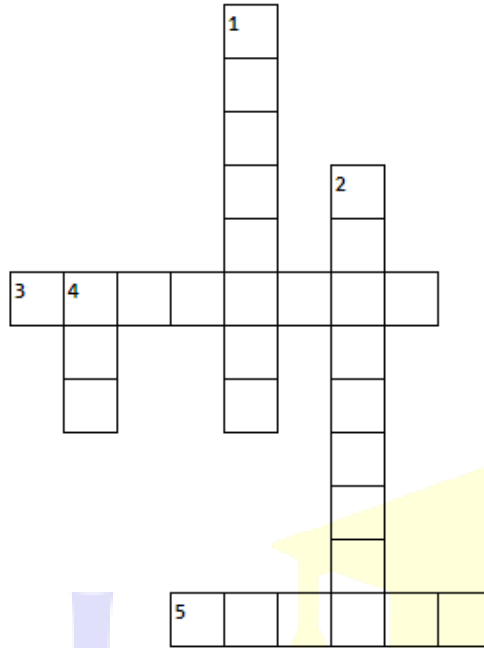
Ans. _____

2. Word Search

Delete	Spacebar	Tab	Shift	Esc
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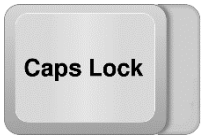



D	K	Y	A	U	T	S	R
E	B	E	E	E	F	H	H
L	F	Q	S	B	W	I	C
E	X	S	C	C	M	F	M
T	M	L	Q	L	Q	T	Q
E	B	G	E	A	L	R	L
K	S	G	I	T	A	B	P
S	P	A	C	E	B	A	R

3. Crosswords



Across	Down
3. used for typing	1. type capital letters only
5. small blinking line	2. cursor control keys
	4. cancel a menu bar

4. Drag and Drop

Tab key	Caps Lock key	Delete key	Esc key	Num Lock key
				

Functions	Keys
It is used to cancel a menu.	
It is used to type in capital letters only.	
It is used to move the cursor to the right by many spaces.	
It is used to type numbers.	
It is used to erase anything typed on right side of the cursor.	

5. Jumbled words.

Jumbled Words	Arranged Words
CTCEORR	
URORCS	
TERNIPR	
OLYMSB	
FTIHS	

6. Fill in the blanks.

BACKSPACE	Control	Keyboard	ON	SHIFT
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- i. A _____ is a device that consists of a number of keys.
- ii. The _____ key erases anything typed on the left side of the cursor.
- iii. When the CAPS LOCK key is _____, all the letters typed will appear in capital on the monitor.
- iv. The cursor _____ keys are used to move the cursor on the monitor.
- v. If you want to type the upper symbol of a key, first press the _____ key.

7. True or False.

- i. The CAPS LOCK key is used to type in capital letters. _____
- ii. Do not eat or drink anything near the computer. _____
- iii. The Delete key is used to cancel a menu bar. _____
- iv. The cursor control keys are also called arrow keys. _____
- v. The cursor looks like this: | _____

8. Match the columns.

Column A	Column B
Cursor ●	Typing ●
Delete key ●	Arrow keys ●
Keyboard ●	Blinking line ●
Cursor control keys ●	Cancel a menu ●
ESC key ●	Erase anything ●

9. Comprehension

Read the paragraph carefully and answer the following questions.

I am Maria. This is my computer. My father gifted me on my birthday. I use my computer for doing my homework and playing games. It has a mouse and a keyboard. Keyboard is used for typing. It has many keys. There is a longest key on a keyboard called spacebar. There is also a caps lock key that is used to write in capital letters only.



1. Who gifted computer to Maria?

Ans. _____

2. What is the name of the longest key on a keyboard?

Ans. _____

3. Which key is used to write in capital letters?

Ans. _____

4. What is the use of keyboard?

Ans. _____

10. Choose the correct option.

1. The key is used to move the cursor by many spaces.			
a. TAB	b. ESC	c. SPACEBAR	d. BACKSPACE
2. The key used to display the upper symbol when pressed with a key having two characters.			
a. CAPS LOCK	b. NUM LOCK	c. SHIFT	d. None of these
3. The key pressed to use the numeric keypad on the right side of the keyboard.			
a. CAPS LOCK	b. NUM LOCK	c. ESC	d. DELETE
4. When this key is ON, the alphabetic characters are displayed in capital.			
a. CAPS LOCK	b. NUM LOCK	c. SHIFT	d. None of these
5. The number of cursor control keys on the keyboard are			
a. 3	b. 2	c. 4	d. 1

11. Diagram

Write the home keys on the fingertips of left and right hands.

A S D F and J K L ; are called home keys.



Left Hand



Right Hand

12. Who am I?

- i. It is a small blinking line on a monitor.

- ii. These move the cursor on the monitor.

- iii. This key is used to move the cursor to the right by many spaces.

- iv. This key is used to cancel a menu or a dialog box.

- v. It is used to erase anything typed on the right side of the cursor.

13. Mark a tick in front of correct computer manner.

i. Do not eat or drink anything near the computer.



ii. Play with computer wires or its parts.



iii. Share your computer with friends if needed.



iv. Use keyboard gently.



v. Keep your computer untidy.

