

1. Answer the following questions.

i. What is the longest key on the keyboard called?

Ans. \_\_\_\_\_  
\_\_\_\_\_

ii. Which keys help you to correct mistakes?

Ans. \_\_\_\_\_  
\_\_\_\_\_

iii. What are the different types of keys on a keyboard?

Ans.


iv. Can you use alphabets keys to delete a word?

Ans. \_\_\_\_\_  
\_\_\_\_\_

v. What is the function of a cursor?

Ans. \_\_\_\_\_  
\_\_\_\_\_

vi. How many keys on a standard keyboard?

Ans. \_\_\_\_\_

vii. How many set of numbers keys on the keyboard?

Ans. \_\_\_\_\_

viii. Which key is used to move cursor to the next line while typing?

Ans. \_\_\_\_\_

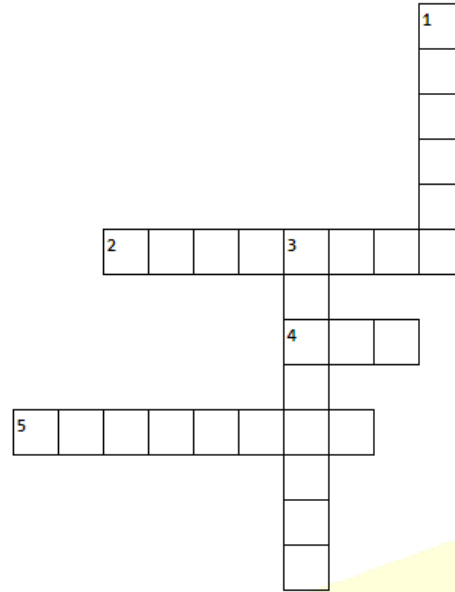
ix. Which keys are used to type words or letters?

Ans. \_\_\_\_\_

x. What is function of keyboard?

Ans. \_\_\_\_\_

**2. Crosswords.**



Across	Down
2. longest key	1. blinking line
4. set of number keys	3. move to the next line
5. typing	

**3. Fill in the blanks.**

keys	enter	spacebar	two	keyboard
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- i. We need a \_\_\_\_\_ to write on a computer.
- ii. You can type by pressing \_\_\_\_\_ on a keyboard.
- iii. There are \_\_\_\_\_ sets of number keys.
- iv. The longest key on the keyboard is called the \_\_\_\_\_.
- v. The \_\_\_\_\_ key is pressed to move to the next line.

**4. True or False.**

1. The longest key is called Enter key.	
2. Cursor is a blinking line.	
3. The number keys are used for typing numbers.	
4. Enter key is used to move to the next line.	
5. There are three sets of number keys	

5. Choose the correct answer.

<b>1. Which is the longest key on the keyboard?</b>			
a) Spacebar	b) Enter	c) Delete	d) Backspace
<b>2. Which keys are used for writing words and sentences?</b>			
a) Number keys	b) Alphabets keys	c) Both a and b	d) None of these
<b>3. _____ is a blinking line.</b>			
a) Dot	b) Delete key	c) Cursor	d) None of these
<b>4. Which key is used to move to the next line?</b>			
a) Enter key	b) Backspace key	c) Delete key	d) None of these
<b>5. The numbers keys are also called:</b>			
a) Alphabets keys	b) Writing keys	c) Delete keys	d) Numeric keys

6. Re-arrange the jumbled words.

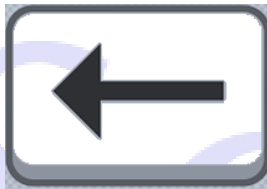
URCUROS	
YSEK	
RTENE	
LETEED	
UMERBN	

**7. Search the places where computer are used.**

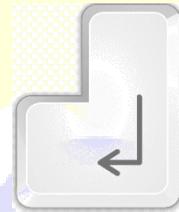
SPACEBAR	DELETE	ENTER	BACKSPACE
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A	A	S	R	T	Y	E	W	A
D	F	P	R	E	Z	X	X	C
V	B	A	N	M	K	L	A	S
B	A	C	K	S	P	A	C	E
A	F	E	R	T	Y	H	G	N
S	G	B	M	N	T	P	O	T
F	H	A	D	E	L	E	T	E
G	J	R	G	F	D	E	S	R

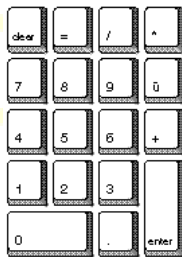
**8. Identify the keys given below.**



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

9. Match the columns.

Column A
Blinking line
Longest key
Erase a word
Move to next line
Set of number keys

Column B
Delete key
Cursor
Spacebar
Two
Enter key

10. Comprehension.

My name is Ali. Today my teacher gave me an assignment about keyboard. I asked my father to tell me about keyboard and how we use it. My father showed me the keyboard and gave information about it. It has many keys. These keys are used for writing on the computer. It has two sets of number keys. There was the longest key on the keyboard. I asked my father, what is the name of this key? He said, this is called spacebar

**Q.1: How helped Ali in making his assignment?**

Ans. \_\_\_\_\_.

**Q.2: What is the purpose of keys on the keyboard?**


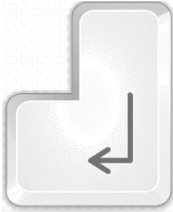
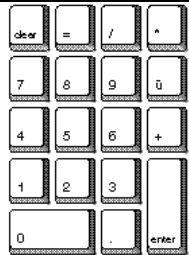


Ans. \_\_\_\_\_.

**Q.3: What is the name of the longest key?**

Ans. \_\_\_\_\_.

**11. Drag and Drop.**

Look at the Keys and write their names in the front of their functions' column.

				
<b>Backspace key</b>	<b>Enter key</b>	<b>Number keys</b>	<b>Alphabet keys</b>	<b>Spacebar key</b>

**Functions**

**Computer keys**

It is used to insert blank spaces.  
\_\_\_\_\_

It is used to move to the next line.  
\_\_\_\_\_

These are used to for typing words and sentences.  
\_\_\_\_\_

It is used to delete a character  
\_\_\_\_\_

These are used to for typing numbers.  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_