

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

KEYBOARD AND THE MOUSE

Chapter-5

A. Tick (✓) the correct option.

1. Right click on any item displays a menu.
 - a. single-click
 - b. double-click
 - c. pop-up
2. key can press to move the cursor spaces forward at once.
 - a. Caps Lock
 - b. Tab
 - c. Shift
3. is not the function of a mouse.
 - a. Typing
 - b. Clicking
 - c. Dragging

B. Match the following.

Column A

Column B

Type of key

- | | |
|-----------------|---|
| 1. Shift key | a. Type capital letters. |
| 2. Caps key | b. At top of keyboard key of each function. |
| 3. Symbol key | c. Used along with other keys. |
| 4. Function key | d. have special sign and symbols. |

C. Tick the correct option.

1. When the Caps Lock Key is on/off for type capital letters.
2. The shift key can/cannot be used alone.
3. The escape key allow us to erase/cancel a task.
4. The tab key can press move/drag the cursor.
5. The function key from F1 to F12 at the top/bottom of the keyboard.
6. Symbol keys are to the left/right of alphabet keys.