

Worksheet

2

Name:

Roll No: Class: Section:

Date:

USING A KEYBOARD

Chapter-4

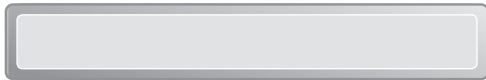
A. Match the following keys to their functions

1.



a. Used to insert blank spaces between words.

2.



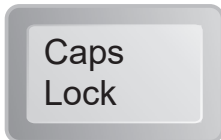
b. Used to enter text in capital letters.

3.



c. Used to move cursor to the next line.

4.



d. Used to erase incorrect letters

B. Answer the following.

1. What are special keys? Give an example.

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2. How are Backspace key and Delete key different from each other?

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3. What is the Caps Lock key used for?

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4. What can we type using Alphabet keys?

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