

Worksheet

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Name:		
Roll No:	Class:	Section:
Date:	•••••	

USING A KEYBOARD

Chapter-4

A. Match the following keys to their functions

1. ← Enter

- a. Used to insert blank spaces between words.
- 2.
- b. Used to enter text in capital letters.

3. ←Backspace

c. Used to move cursor to the next line.

4. Caps Lock

d. Used to erase incorrect letters

B. Answer the following.

- 1. What are special keys? Give an example.
- How are Backspace key and Delete key different from each other?
- 3. What is the Caps Lock key used for?
- 4. What can we type using Alphabet keys?