

Worksheet

Name:
Roll No: Class: Section:
Date:

USING A MOUSE AND A KEYBOARD

Chapter-5

A. Tick (✓) the correct option.

1. How many keys are there on the keyboard?
a. 26 ☐ b. 104 ☐ c. 20 ☐
2. How many function keys are there at the top of keyboard?
a. 12 ☐ b. 10 ☐ c. 9 ☐
3. Which key is used for special sign and symbols?
a. Symbol ☐ b. Function ☐ c. Shift ☐
4. Who invented the computer mouse?
a. Charles Babbage ☐
b. Douglas Engelbart ☐
c. Both ☐

B. Fill in the blanks using the hints given below:

- | | |
|------------------|---|
| 1. Shift key | a. Type capital letters. |
| 2. Caps lock 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. Circle the correct option.

1. When the Caps Lock Key is (on / off), you can 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 keys from F1 to F12 are at the (top / bottom) of the keyboard.