

Worksheet

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Name:

Roll No: Class: Section:

Date:

USES OF THE KEYBOARD AND THE MOUSE

Chapter-3

A. Tick (✓) the correct option.

- How many keys are there on the keyboard?
a. 26 ☐ b. 104 ☐ c. 20 ☐
- How many function keys are there at the top of keyboard?
a. 12 ☐ b. 10 ☐ c. 9 ☐
- Which key is used for special signs and symbols?
a. Symbol ☐ b. Function ☐ c. Shift ☐
- Who invented the computer mouse?
a. Douglas Engelbart ☐ b. Charles Babbage ☐ c. None ☐

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

Hints: Pointer, Function, Tab, Esc

- keys are the keys at the top of the keyboard.
- The short form of Escape key is
- Mouse displays an arrow on the screen which is known as
- key is used to move the cursor several spaces forward at once.

C. Write 'T' for true and 'F' for false.

- Double-click means pressing the left mouse button twice.
- Caps Lock key is not used to type capital letters.
- Right-click displays properties of the selected item.
- Tab key is not used to move the cursor.
- Escape key allows us to start a new task.