Worksheet 1

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

DATA ENTRY & KEYBOARD SKILLS

Unit-2 | Chapter-2

1. **Tick (✓) the correct option.**

(a) How many function keys are there on the keyboard?

(i) 10 ☐ (ii) 12 ☐

(iii) 2 ☐ (iv) 9 ☐

(b) When a .... is pressed, an electrical signal is generated.

(i) Number key ☐ (ii) Function key ☐

(iii) Letter key ☐ (iv) All of these ☐

(c) Which button of the mouse is used to open the context menu?

(i) Left ☐ (ii) Right ☐

(iii) Middle ☐ (iv) None of these ☐

(d) A .... never looks at the keyboard.

(i) Touch typist ☐ (ii) Beginner typist ☐

(iii) Both (i) and (ii) ☐ (iv) None of these ☐

(e) Which part of the RapidTyping windows is used to select course and lesson from the toolbar?

(i) Current Lesson ☐ (ii) Lesson Editor ☐

(iii) Lesson Control ☐ (iv) Status Bar ☐

(f) Which of the following buttons is used to add new course?

(i) Create new course ☐ (ii) Add new course ☐

(iii) New course ☐ (iv) Course ☐

(g) Which button is used to split a lesson into multiple smaller lessons?

(i) Create new course ☐ (ii) Add new course ☐

(iii) New course ☐ (iv) Course ☐

2. **Fill in the blanks.**

(a) .... is a method of typing without looking at the keyboard.

(b) .... means to move the mouse pointer to the required place on the computer screen.

(c) .... shows the percentage of completion of the current lesson.

(d) .... gives complete freedom to create and edit lesson.

(e) In RapidTyping software, once the lesson is completed, the .... window will appear.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....

Class -9   Part B