

# Worksheet

2

Name: .....

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

Date: .....

## COMPUTER KEYBOARD

## Chapter-4


### A. Circle the correct option.

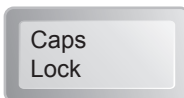
1. When the Caps Lock Key is on / off for type capital letters.
2. The shift key can / cannot be used alone.
3. The escape key allow us to erase / cancel a task.
4. The tab key can press move / drag the cursor.
5. The function key from F1 to F12 at the top / bottom of the keyboard.
6. Symbol keys are to the left / right of alphabet keys.


### B. Answer the following questions:

1. Which key helps us to capital letters?  
.....
2. Which key is used to move the cursor several spaces forward at once?  
.....
3. What are Punctuation keys?  
.....

### C. Match the following:

1. 

2. 

3. 

4. 

- a. Type capital letters.
- b. At top of keyboard key of each function.
- c. Used along with other keys.
- d. special sign and symbols.