

Worksheet

1

Name:

Roll No: Class: Section:

Date:

COMPUTER KEYBOARD

Chapter-4

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. Which key is used with number keys to type symbols?
 a. Ctrl key ☐ b. Shift Key ☐ c. Alt key ☐

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

Hints: cursor, numeric, Function, Esc

1. keys are keys present at the top of the keyboard.
2. The short form of Escape key is
3. Arrow keys are used for moving the on the screen.
4. keys are used to type numbers.

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

1. Delete key is used to erase a character on the left of the cursor.
2. Caps Lock key is not used to type capital letters.
3. Enter key is used to move to the next line.
4. Tab key is not used to move the cursor.
5. Escape key allows us to start a new task.