

Worksheet

2

Name:

Roll No: Class: Section:

Date:

COMPUTER KEYBOARD

Chapter-4

A. Circle the correct option.

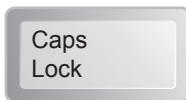
1. When the Caps Lock Key is on / off for type capital letters.
2. The shift key can / cannot be used alone.
3. The escape key allow us to erase / cancel a task.
4. The tab key can press move / drag the cursor.
5. The function key from F1 to F12 at the top / bottom of the keyboard.
6. Symbol keys are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