

Worksheet

1

Name:

Roll No: Class: Section:

Date:

USING THE 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 to type numbers?

a. Numeric

☐

b. Shift

☐

c. Delete

☐

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

Hints: Enter, Cursor, Function, Esc

1. keys are keys at the top of the keyboard.

2. The short form of Escape key is

3. key is used to move to next line.

4. Arrow keys are also known as keys.

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

1. Enter key is also known as Return key.

.....

2. Caps Lock key is not used to type capital letters.

.....

3. Shift key erases the letters and numbers one by one to the right of the cursor.

.....

4. Tab key is not used for move the cursor.

.....

5. Escape key allows us to start a new task.

.....