

# Worksheet

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Name: .....

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

Date: .....

## USING THE KEYBOARD

### Chapter-4

#### A. Rearrange the letters to get correct name of the keys.

1. LPAHTBEA EYKS
2. ACBCSKAPE EKY
3. UMNBRE SEKY
4. APCS OCLK EYK
5. NETRE YEK
6. PSCAEBAR KYE

#### B. Match the following:

- |                  |                                             |
|------------------|---------------------------------------------|
| 1. Shift key     | a. Type capital letters.                    |
| 2. Caps Lock key | b. At top of keyboard key of each function. |
| 3. Symbol key    | c. Used along with other keys.              |
| 4. Function key  | d. have special sign and symbols.           |

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

1. Caps Lock Key is used to type capital letters. ....
2. Shift key cannot be used alone. ....
3. Escape key allows us to erase a task. ....
4. Tab key can move the cursor forward. ....
5. The function keys from F1 to F12 are present at the top of the keyboard. ....
6. Symbol keys are used to write alphabets. ....