

# Worksheet

2

Name: .....

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

Date: .....

## KEYBOARD AND MOUSE

### Chapter-2

#### A. Circle the correct option.

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

#### B. Answer the following questions:

1. Which key helps us to type capital letters?

.....

2. Which key is used to move the cursor several spaces forward at once?

.....

3. What is the use of Drag and Drop function?

.....

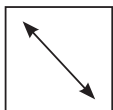
#### C. Match the following:

1.



a. Working in background

2.



b. I-Beam

3.



c. Busy

4.



d. Double-headed arrow