

Worksheet

2

Name:

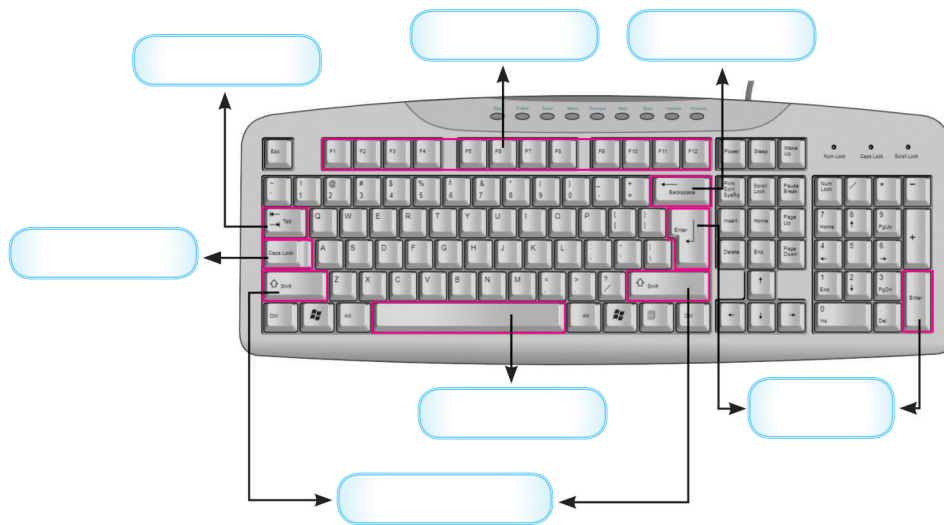
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Date:

THE KEYBOARD AND THE MOUSE

Chapter-6

A. Label the keys of the Keyboard.



B. Match the following:

- | | |
|-----------------|---------------------------------------------|
| 1. Shift key | a. Type capital letters. |
| 2. Caps 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. Tick (✓) the correct option.

- When the Caps Lock Key is (on / off), you can type capital letters.
- The shift key (can / cannot) be used alone.
- The escape key allow us to (erase / cancel) a task.
- The tab key can press (move / drag) the cursor.
- The function key from F1 to F12 is present at the (top / bottom) of the keyboard.
- Symbol keys are present to the (left / right) of alphabet keys.