

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON KEYBOARD AND MOUSE

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 signs and symbols?

a. Symbol

☐

b. Function

☐

c. Shift

☐

4. Which of the following is used for inserting text in a document?

a. Normal

☐

b. Busy

☐

c. Beam

☐

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

Hints: Pointer, Function, Esc

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

2. The short form of Escape key is

3. Mouse displays an arrow on the screen which is called

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

1. Double-click means pressing the left mouse button twice.

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

3. Right-click displays properties of the selected item.

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

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