

# Worksheet

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Name: .....

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

Date: .....

## USING A KEYBOARD

### Chapter-4

#### A. Fill in the blanks.

1. Writing on a computer is called ..... (Editing/Typing)
2. The keys are arranged in ..... ways in different keyboards. (Same/Different)
3. The ..... key is used to move cursor to the next line. (Enter/Delete)
4. The ..... key works like an eraser. (Spacebar/Backspace)

#### B. Write 'T' for True and 'F' for False.

1. Number keys are used to type letters and words. ....
2. Enter key is used to insert blank spaces. ....
3. Caps lock key is used to type in the upper case. ....
4. Delete key is used to remove letters at the left side of the cursor. ....

#### C. Label the keys of the keyboard in the given picture.

