

Worksheet

Name:
Roll No: Class: Section:
Date:

USING A MOUSE AND A KEYBOARD

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 sign and symbols?

a. Symbol

☐

b. Function

☐

c. Shift

☐

4. Which mouse connects to the computer without a wire?

a. Gaming mouse

☐

b. Optical mouse

☐

c. Wireless mouse

☐

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. Circle the correct option.

1. When the Caps Lock Key is (on / off), you can type capital letters.

2. The shift key (can / cannot) be used alone.

3. The escape key allow us to (erase / cancel) a task.

4. The tab key can press (move / drag) the cursor.

5. The function keys from F1 to F12 are at the (top / bottom) of the keyboard.