

Worksheet

Name:
Roll No: Class: Section:
Date:

DATA ENTRY AND KEYBOARDING SKILLS

Unit-2

1. Tick (✓) the correct option.

(a) How many tabs are there in Result window?

(i) 2

☐

(ii) 3

☐

(iii) 5

☐

(iv) 4

☐

(b) How many function keys are there on the keyboard?

(i) 10

☐

(ii) 12

☐

(iii) 2

☐

(iv) 9

☐

(c) When a is pressed, an electrical signal is generated.

(i) Number key

☐

(ii) Function key

☐

(iii) Letter key

☐

(iv) All of these

☐

2. Write short notes on the following terms:

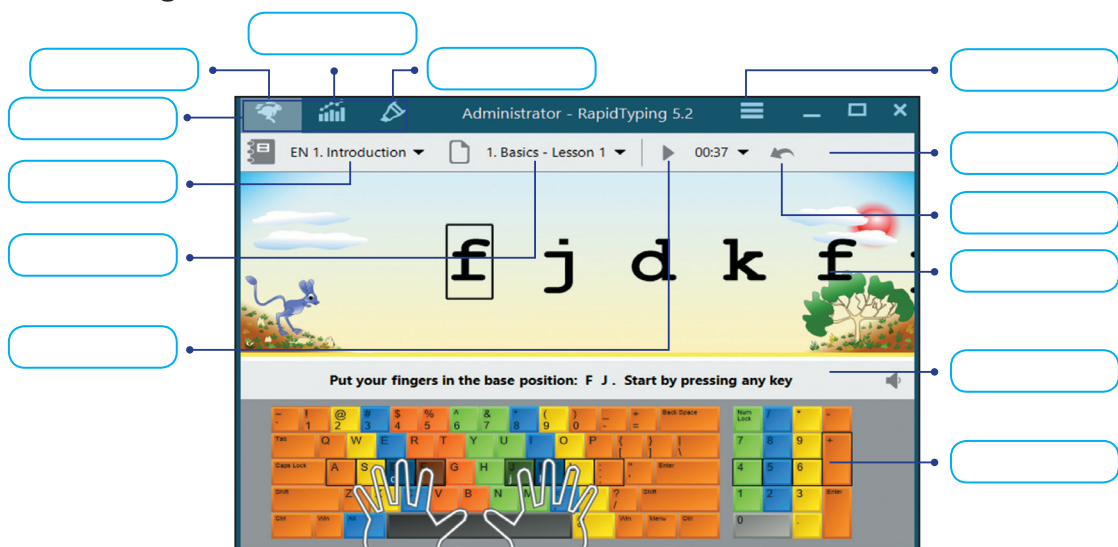
(a) Status Bar

(b) Lesson Editor

(c) Drag

(d) Errors Overview

3. Label the following window:



4. Answer the following questions:

(a) Which measures must be taken while typing?

(b) What are the parameters for calculating results?