

# Worksheet

1

Name: .....

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

Date: .....

## KEYBOARD AND MOUSE

### Chapter-4

#### A. Tick (✓) the correct option.

1. How many function keys are there at the top of keyboard?

a. 12

☐

b. 10

☐

c. 9

☐

d. 8

☐

2. Which key is used for special sign and symbols?

a. Symbol

☐

b. Function

☐

c. Shift

☐

d. Enter

☐

3. Which of these is used to select an icon?

a. Single-click

☐

b. Double-click

☐

c. Scroll

☐

d. None of these

☐

4. Pressing and releasing any button of a mouse is called .....

a. pointing

☐

b. dragging

☐

c. clicking

☐

d. dropping

☐

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

**Hints:** Buttons, Dragging, Enter, Cursor

1. Mouse has two ..... on it.

2. .... is used to move any object on the screen.

3. Arrow keys are also known as ..... keys.

4. .... key is used to move to next line.

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

1. Right click is used to display shortcut menu. ....

2. We cannot point to things on the computer. ....

3. To hold a mouse properly, middle finger is placed on the right button. ....

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