

Worksheet

1

Name:

Roll No: Class: Section:

Date:

KEYBOARD—SPECIAL KEYS

Chapter-4

A. Tick (✓) the correct option.

- How many keys are there on the keyboard?
a. 26 ☐ b. 104 ☐ c. 20 ☐
- How many function keys are there at the top of keyboard?
a. 12 ☐ b. 10 ☐ c. 9 ☐
- Which key is used for special sign and symbols?
a. Symbol ☐ b. Function ☐ c. Shift ☐
- Which key is used with number keys to type symbols?
a. Ctrl key ☐ b. Shift Key ☐ c. Alt key ☐

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

Hints: cursor, numeric, function, esc

- keys are keys present at the top of the keyboard.
- The short form of Escape key is
- Arrow keys are used for moving the on the screen.
- keys are used to type numbers.

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

- Delete key is used to erase a character on the left of the cursor.
- Caps Lock key is not used to type capital letters.
- Enter key is used to move to the next line.
- Tab key is not used to move the cursor.
- Escape key allows us to start a new task.