

Worksheet

2

Name:

Roll No: Class: Section:

Date:

KEYBOARD—SPECIAL KEYS

Chapter-4

A. Circle the correct option.

1. When the Caps Lock Key is on / off we 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.
6. Symbol keys are to the left / right of alphabet keys.

B. Answer the following questions:

1. Which key helps us to type capital letters?
.....
2. Which key is used to move the cursor several spaces forward at once?
.....
3. What are Punctuation keys?
.....

C. Match the following:

1.

Shift

a. Type capital letters.

2.

Caps
Lock

b. At the top of the keyboard, each key has a different job to perform.

3.

?
/

c. Used along with other keys.

4.

F1

d. Special sign and symbols.