**Unit 3**

**3.1**

**Exercise 1**

1. Text (m)
2. Eraser (b)
3. Polygon (o)
4. Rectangle (g)
5. Air brush (e)
6. Select (i)
7. Color fill (j)
8. Curve (n)

**Exercise 2**

1. Speakers
2. Projector
3. Headphones
4. Virtual reality goggles
5. Microphone
6. Video camera
7. Webcam

**Exercise 4**

1. Consoles
2. Video games
3. Graphics
4. Interactive
5. Multi player

**Additional Material on Multimedia**

**Exercise 1**

1. Left
2. Ball
3. 2 (two)
4. Rolls
5. Mat/pad

**Exercise 2**

1. It doesn’t move the cursor down. It moves the cursor up.
2. It doesn’t move the cursor right. It moves the cursor left.
3. It doesn’t insert character. It deletes character.
4. It is correct.
5. It doesn’t move the screen up. It moves the screen down.
6. It has a fixed function. It is used to go to the home page.
7. It doesn’t give you all lowercase letters. It gives you all uppercase letters.

**Exercise 3**

Most keyboards have four sections. The main keyboard has keys for each letter and the digits 0 to 9. It also has keys for punctuation and other common symbols. It is used for inputting all kinds of data.

The function keys are located at the top of the keyboard. The function keys contain the f1 until f12 function keys. The function keys don’t have a fixed function, but you can program them for a certain function.

The editing keys are located to the right of the keyboard. the editing keys section contain keys such as cursor keys, insert key, and delete key. The main function of the editing keys is to control cursor.

The numeric keypad is located to the far-right part of the keyboard. the numeric keypad contains the digit 0-9 and mathematical operators. The main function of the numeric keypad is to input numerical data.