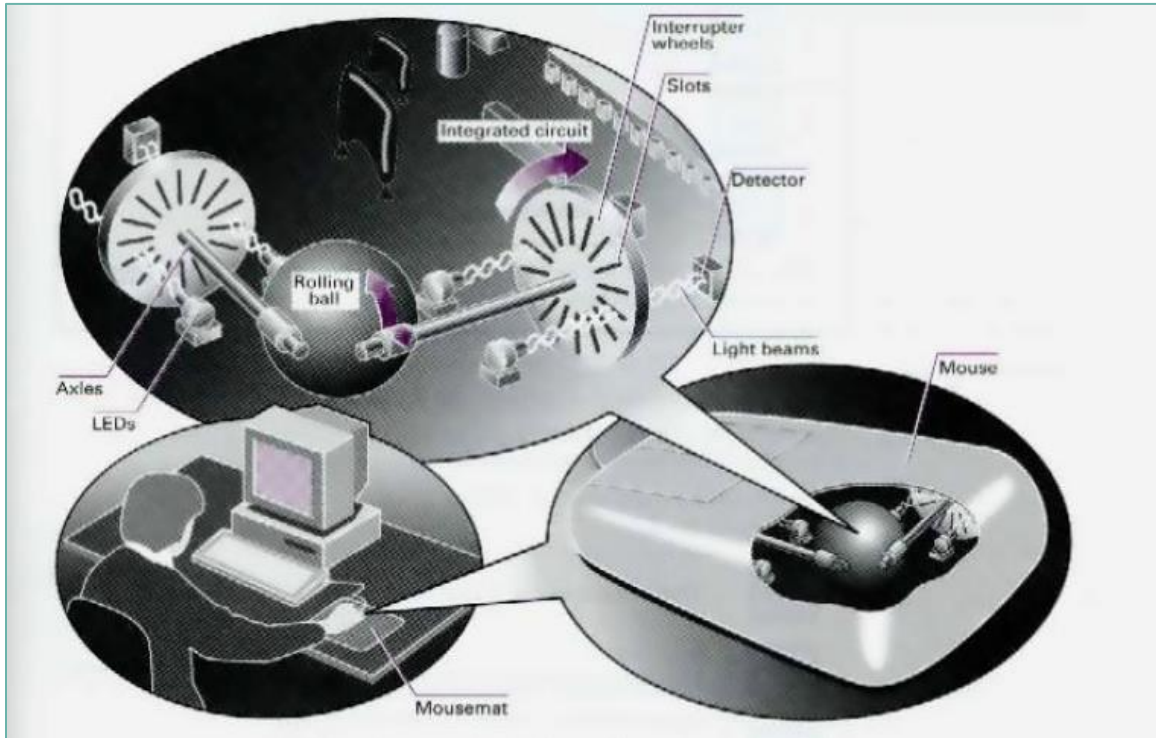Exercise 1: Study the diagram of Mouse below and answer the following questions.

1. Move the mouse to the left and the cursor moves to the _____.
2. The mouse contains a rolling _____.
3. There are _____ axles inside the mouse and two interrupter wheels.
4. When you move the mouse, the ball _____.
5. The mouse moves over a mouse _____.

Now read this text to check your answer.

The computer mouse is a hand-operated device that lets you control more easily the location of the pointer on your screen. You can make selections and choices with the mouse button.

The mouse contains a rubber-coated ball that rests on the surface of your working area or a mousemat. When the mouse is moved over that surface, the ball rolls.

The ball's movements up and down, and left and right, turn the two axles inside the mouse. As they turn, detectors register the changing position. A small integrated circuit inside the mouse sends signals to the operating system, which instructs it to move the pointer on your screen.

Exercise 2: Study the information about the keys on the keyboard. Then look at the statements (1-7) and correct the ones which are wrong.

Study these statements about keys.

1 ↓ This key *moves* the cursor down.

2 Print Screen This key *copies* the screen display.

3 F2 This key *doesn't have* a fixed function.

Example   This key moves the cursor down.
It doesn't move the cursor down. It moves the cursor up.

If you are not sure, ask another student.
What does this key do?

1 ↑ This key moves the cursor down.

2 ← This key moves the cursor to the right.

3 Del This key inserts a character.

4 Print Screen This key copies the screen display.

5 Page Down This key moves the screen up.

6 Home This key doesn't have a fixed function.

7 Caps Lock This key gives you all lower case letters.

Exercise 3: With the help of the table, write a brief description of a keyboard. Look at the example below.

Section	Location	Main keys	Main function
Main keyboard	centre	each letter digits 0–9 punctuation common symbols	input all kinds of data
Function keys	top	F1–F12	not fixed can program them
Editing keys	right	cursor keys insert, delete	control cursor
Numeric keypad	far right	digits 0–9 mathematical operations	input numerical data

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.

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