

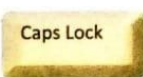
EXERCISES**A. Tick (✓) the correct options.**

1. Which of the following keys do you press to give a space between two words?

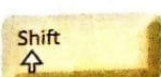


a.  ☒ b.  ☐

c.  ☐

2. Which key moves the cursor to the next line?

a.  ☐ b.  ☐ c.  ☒

3. Which keys allow you to type counting?

a.  ☐ b.  ☐  
c.  ☒

4. How many enter keys and shift keys does a standard keyboard have?

a. two each ☒ b. three each ☐ c. four each ☐

**B. Fill in the blanks.**

number keys   typing   cursor   upper half   input

1. A keyboard is an/a input device.
2. You can locate number keys on the top of alphabet keys.
3. You start typing at the position of the cursor.
4. The process of pressing keys on the keyboard to type is called typing.
5. On the keyboard, some keys have signs on the upper half.

**C. State 'True' or 'False'.**

- |  |          |
|--|----------|
| 1. A keyboard is the main part of a computer.                        | <u>✓</u> |
| 2. Arrow keys allow you to move the cursor in four directions.       | <u>✓</u> |
| 3. A keyboard is an output device.                                   | <u>X</u> |
| 4. The shift key is used to give space between two words.            | <u>X</u> |
| 5. The num lock key is pressed to turn the numeric keypad ON or OFF. | <u>✓</u> |

**D. Match the columns.**

- | Column A         | Column B                                  |
|------------------|---|
| 1. Alphabet keys | a. Erases text to the right of the cursor |
| 2. Number keys   | b. Erases text to the left of the cursor  |
| 3. Caps lock key | c. Lets you type in uppercase             |
| 4. Delete key    | d. 10 in number                           |
| 5. Backspace key | e. 26 in number                           |
- 

**E. Answer the following questions.**

**1. What is a keyboard?**

Ans. A keyboard is an input device. It is one of the main parts of the computer.

**2. What is typing?**

Ans. The process of pressing keys on the keyboard to type is called typing.

**3. How do you start typing in uppercase?**

Ans. By turning on the caps lock key, we can start typing in uppercase.

**4. What is notepad?**

Ans. A notepad is a window where we can type the text.

**5. Write two uses of shift key.**

Ans. 1) To type letter in uppercase occasionally, we can use the shift key.

2) Signs can only be printed with the help of the shift key.

.....X.....