1. Answer the following questions.

i.   Which key is used to move the cursor to the right by many spaces?

Ans. The tab key is used to move the cursor to the right by many spaces.

ii.   Identify the keys which perform similar functions as the mouse.

Ans. The arrow keys perform similar function as the mouse.

iii.   Which keys are used to erase a word?

Ans. The Backspace and Delete keys are used to erase a word.

iv.   Would you close a menu bar which has been opened unexpectedly?

Ans. The Escape key will be used to close a menu bar.

v.   What is the function of CAPS LOCK key?

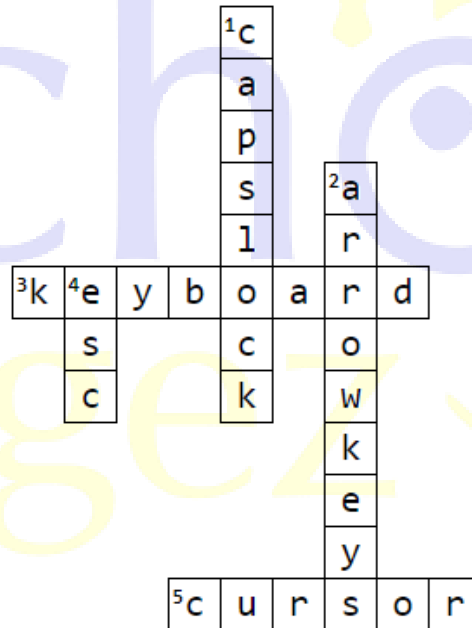**Ans.** CAPS LOCK key is used to type letters in capital form only.

2. Word Search

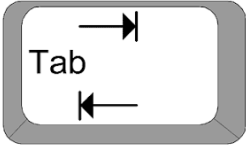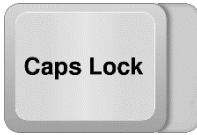| Delete	Spacebar	Tab	Shift	Esc

D	K	Y	A	U	T	S	R
E	B	E	E	E	F	H	H
L	F	Q	S	B	W	I	C
E	X	S	C	C	M	F	M
T	M	L	Q	L	Q	T	Q
E	B	G	E	A	L	R	L
K	S	G	I	T	A	B	P
S	P	A	C	E	B	A	R

3. Crosswords

```
                ¹c
                 a
                 p
                 s              ²a
                 l               r
        ³k ⁴e y b  o  a  r  d
            s       c             o
            c       k             w
                                  k
                                  e
                                  y
                         ⁵c u r s o r
```

Across	Down
3. used for typing	1. type capital letters only
5. small blinking line	2. cursor control keys
	4. cancel a menu bar

4. Drag and Drop

Tab key	Caps Lock key	Delete key	Esc key	Num Lock key

Functions	Keys
It is used to cancel a menu.	Esc key
It is used to type in capital letters only.	Caps lock key
It is used to move the cursor to the right by many spaces.	Tab key
It is used to type numbers.	Num lock key
It is used to erase anything typed on right side of the cursor.	Delete key

5. Jumbled words.

Jumbled Words	Arranged Words
CTCEORR	CORRECT
URORCS	CURSOR
TERNIPR	PRINTER
OLYMSB	SYMBOL
FTIHS	SHIFT

6. Fill in the blanks.

BACKSPACE	Control	Keyboard	ON	SHIFT

i.   A **keyboard** is a device that consists of a number of keys.

ii.   The **backspace** key erases anything typed on the left side of the cursor.

iii.   When the CAPS LOCK key is **ON**, all the letters typed will appear in capital on the monitor.

iv.   The cursor **control** keys are used to move the cursor on the monitor.

v.   If you want to type the upper symbol of a key, first press the **SHIFT** key.

7. True or False.

i.   The CAPS LOCK key is used to type in capital letters.   **True**

ii.   Do not eat or drink anything near the computer.   **True**

iii.   The Delete key is used to cancel a menu bar.   **False**

iv.   The cursor control keys are also called arrow keys.   **True**

v.   The cursor looks like this: **|**   **True**

8. Match the columns.

Column A	Column B
Cursor	Typing
Delete key	Arrow keys
Keyboard	Blinking line
Cursor control keys	Cancel a menu
ESC key	Erase anything
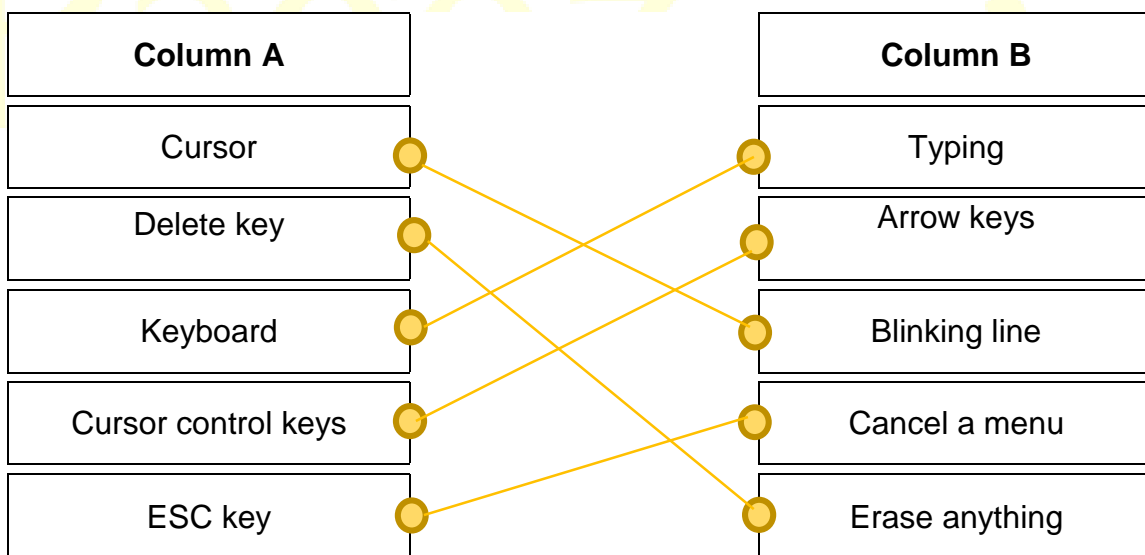
9. Comprehension

Read the paragraph carefully and answer the following questions.

I am Maria. This is my computer. My father gifted me on my birthday. I use my computer for doing my homework and playing games. It has a mouse and a keyboard. Keyboard is used for typing. It has many keys. There is a longest key on a keyboard called spacebar. There is also a caps lock key that is used to write in capital letters only.

1. Who gifted computer to Maria?

Ans. Her father

2. What is the name of the longest key on a keyboard?

Ans. Spacebar

3. Which key is used to write in capital letters?

Ans. Caps lock key

**4. What is the use of keyboard?**

Ans. Keyboard is used for typing.

10. Choose the correct option.

1. The key is used to move the cursor by many spaces.			
a. TAB	b. ESC	c. SPACEBAR	d. BACKSPACE
2. The key used to display the upper symbol when pressed with a key having two characters.			
a. CAPS LOCK	b. NUM LOCK	**c. SHIFT**	d. None of these
3. The key pressed to use the numeric keypad on the right side of the keyboard.			
a. CAPS LOCK	**b. NUM LOCK**	c. ESC	d. DELETE
4. When this key is ON, the alphabetic characters are displayed in capital.			
a. CAPS LOCK	b. NUM LOCK	c. SHIFT	d. None of these
5. The number of cursor control keys on the keyboard are			
a. 3	b. 2	**c. 4**	d. 1

11.   Diagram

Write the home keys on the fingertips of left and right hands.

A S D F and **J K L ;** are called **home keys.**
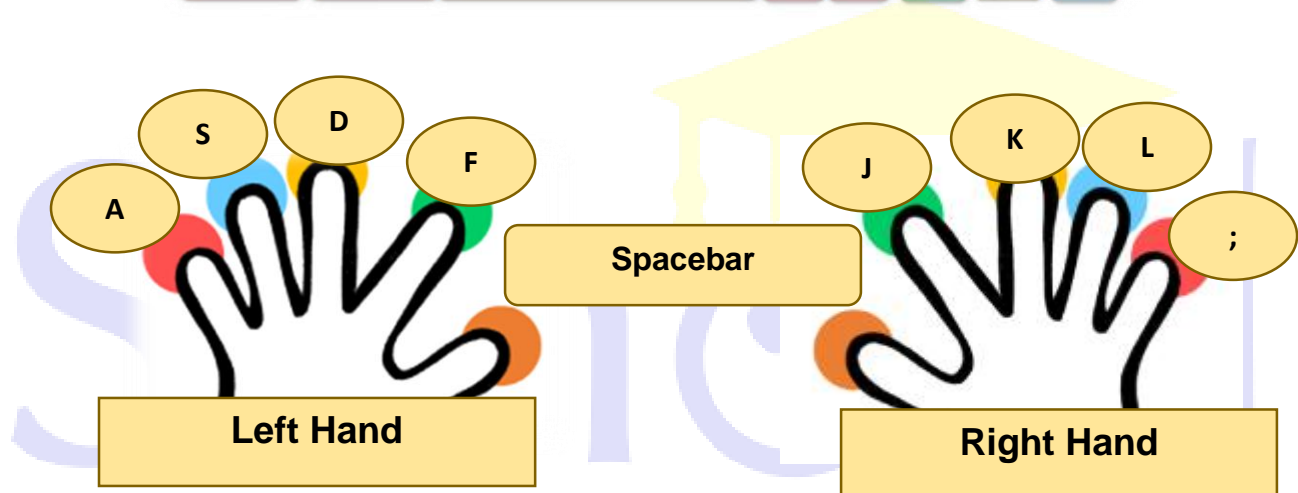
12.   Who am I?

i.   **It is a small blinking line on a monitor.**

Cursor

ii.   **These move the cursor on the monitor.**

Arrow keys

iii.   **This key is used to move the cursor to the right by many spaces.**

Tab key

iv.   **This key is used to cancel a menu or a dialog box.**

Esc key

v.   **It is used to erase anything typed on the right side of the cursor.**

Delete key

13.   **Mark a tick in front of correct computer manner.**

| i. | Do not eat or drink anything near the computer. | ✓ |

| ii. | Play with computer wires or its parts. | x |

| iii. | Share your computer with friends if needed. | ✓ |

| iv. | Use keyboard gently. | ✓ |

| v. | Keep your computer untidy. | x |