

1. Answer the following questions.

i. What is the longest key on the keyboard called?

Ans. The longest key on the keyboard is called **Spacebar**.

ii. Which keys help you to correct mistakes?

Ans. Backspace and delete keys help us to correct mistakes.

iii. What are the different types of keys on a keyboard?

Ans.

Alphabets keys	Enter key	Delete key
Number keys	Backspace key	Spacebar

iv. Can you use alphabets keys to delete a word?

Ans. The alphabets keys cannot be used to delete a word.

v. What is the function of a cursor?

Ans. It is a blinking line. It helps to keep your place on the screen.

vi. How many keys on a standard keyboard?

Ans. 104 keys.

vii. How many set of numbers keys on the keyboard?

Ans. Two sets.

viii. Which key is used to move cursor to the next line while typing?

Ans. Enter key.

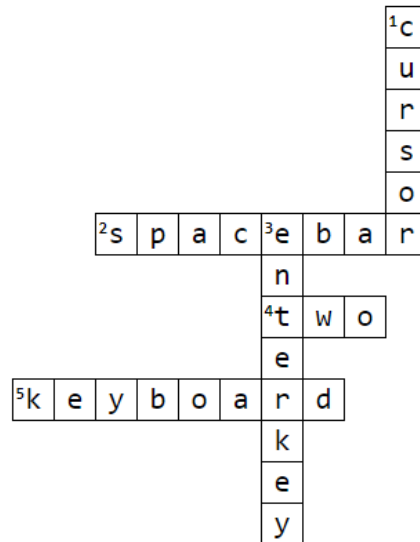
ix. Which keys are used to type words or letters?

Ans. Alphabet keys.

x. What is function of keyboard?

Ans. It is used for typing.

2. Crosswords.



Across	Down
2. longest key	1. blinking line
4. set of number keys	3. move to the next line
5. typing	

3. Fill in the blanks.

keys	enter	spacebar	two	keyboard
------	-------	----------	-----	----------

- i. We need a **keyboard** to write on a computer.
- ii. You can type by pressing **keys** on a keyboard.
- iii. There are **two** sets of number keys.
- iv. The longest key on the keyboard is called the **spacebar**.
- v. The **Enter** key is pressed to move to the next line.

4. True or False.

1. The longest key is called Enter key.	F
2. Cursor is a blinking line.	T
3. The number keys are used for typing numbers.	T
4. Enter key is used to move to the next line.	T
5. There are three sets of number keys	F

5. Choose the correct answer.

1. Which is the longest key on the keyboard?			
a) Spacebar	b) Enter	c) Delete	d) Backspace
2. Which keys are used for writing words and sentences?			
a) Number keys	b) Alphabets keys	c) Both a and b	d) None of these
3. _____ is a blinking line.			
a) Dot	b) Delete key	c) Cursor	d) None of these
4. Which key is used to move to the next line?			
a) Enter key	b) Backspace key	c) Delete key	d) None of these
5. The numbers keys are also called:			
a) Alphabets keys	b) Writing keys	c) Delete keys	d) Numeric keys

6. Re-arrange the jumbled words.

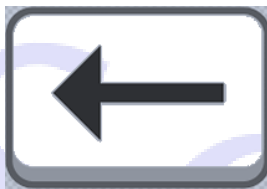
URCUROS	CURSOR
YSEK	KEYS
RTENE	ENTER
LETEED	DELETE
UMERBN	NUMBER

7. Search the places where computer are used.

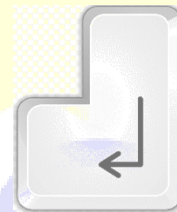
SPACEBAR	DELETE	ENTER	BACKSPACE
----------	--------	-------	-----------

A	A	S	R	T	Y	E	W	A
D	F	P	R	E	Z	X	X	C
V	B	A	N	M	K	L	A	S
B	A	C	K	S	P	A	C	E
A	F	E	R	T	Y	H	G	N
S	G	B	M	N	T	P	O	T
F	H	A	D	E	L	E	T	E
G	J	R	G	F	D	E	S	R

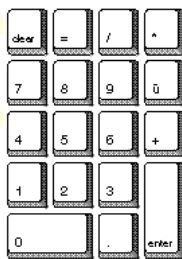
8. Identify the keys given below.



Backspace Key



Enter Key



Number Key

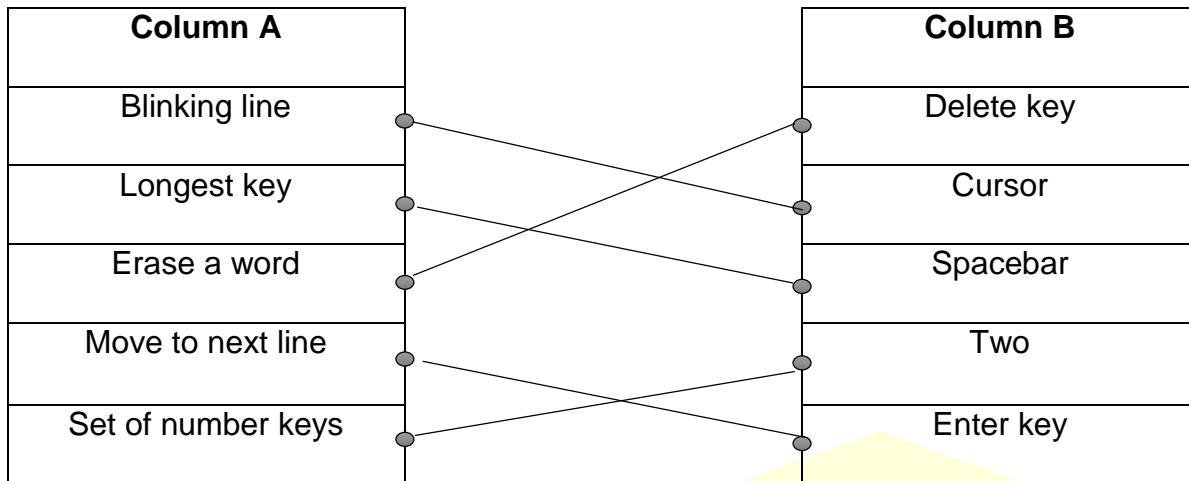


Alphabet Keys



Spacebar Key

9. Match the columns.



10. Comprehension.

My name is Ali. Today my teacher gave me an assignment about keyboard. I asked my father to tell me about keyboard and how we use it. My father showed me the keyboard and gave information about it. It has many keys. These keys are used for writing on the computer. It has two sets of number keys. There was the longest key on the keyboard. I asked my father, what is the name of this key? He said, this is called spacebar

Q.1: How helped Ali in making his assignment?

Ans. His father.

Q.2: What is the purpose of keys on the keyboard?

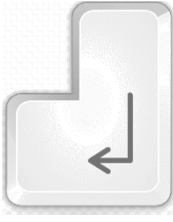


Ans. They are used for typing.

Q.3: What is the name of the longest key?

Ans. Spacebar key

11. Drag and Drop.

Look at the Keys and write their names in the front of their functions' column.

				
Backspace key	Enter key	Number keys	Alphabet keys	Spacebar key

Functions

It is used to insert blank spaces.

It is used to move to the next line.

These are used to for typing words and sentences.

It is used to delete a character

These are used to for typing numbers.

Computer keys

Spacebar key

Enter key

Alphabet keys

Backspace key

Number keys