

Exercise

A. Tick the right option.

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1. To type your name, you will press the
(a) Letter keys [✓]
(b) number keys
(c) Arrow keys
2. To type your phone number, you will use the
(a) Letter keys
(b) Number keys [✓]
(c) Arrow keys
3. Which of the following keys do you use to erase words to the left?
(a) Delete key
(b) Backspace key [✓]
(c) Enter key

B. Fill in the blanks with the correct words.

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(alphabet, 26, keys, cursor, spacebar)

1. Keyboard has a number of keys or buttons on it.
2. Letter keys are also called alphabet keys.
3. There are 26 alphabet keys on a keyboard.
4. Spacebar is the longest key on the keyboard.
5. The small blinking line that we see on the monitor is called cursor.

C. Think and answer.

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1. How do we type or write on a computer?

Ans: - keys are pressed to type or write on a computer.

2. What is the use of letter keys?

Ans: - To type words and sentences.

3. What is the use of spacebar key?

Ans: - To give space.

4. Name the key not used while typing DOGOODHAVEGOOD.

Ans: - Spacebar key.

