

Exercises

Tick (✓) the correct answer:

1. There are _____ Alphabetic keys on the keyboard.
a. 34 b. 26 (✓) c. 62 d. 25
2. The F1 to F12 keys are called
a. Special keys b. Cursor control keys
c. Function keys (✓) d. Numeric keys
3. This key erases one character to the left of the insertion point (cursor).
a. Special keys b. Delete key
c. Backspace key (✓) d. Spacebar key
4. This key erases one character to the right of the insertion point.
a. Enter key b. Delete key (✓)
c. Backspace key d. Num Lock key
5. This key is used to print signs shown on upper portion of keys.
a. Enter key b. Spacebar key
c. Shift key (✓) d. Delete key
6. Aiming the mouse pointer at some particular position is called
a. Click b. Double click
c. Pointing (✓) d. Drag and drop
7. When you press the mouse button twice, it is called
a. Click b. Double click (✓)
c. Pointing d. Drag and drop

Fill in the blanks.

1. There are 26 Alphabetic keys on the keyboard.
2. On the right side of the keyboard, you will see a rectangular area consisting of number keys. This is the Numeric keypad.
3. Function keys, marked F1 to F12 are located on the top row of the keyboard.

4. The keyboard has four arrow keys.
5. Special keys are used for different purposes, such as starting a new line, giving space, typing in capital or small letters and typing signs.
6. The delete key deletes one character to the right of the cursor.
7. In Right click, press the right mouse button and release it.

Write True or False.

1. You can type words and sentences using the Alphabet keys. True
2. You can see numbers printed on keys above the Function keys. False
3. The Function keys, marked F1 to F10 are located on the bottom row of the keyboard. False
4. Arrow keys move the cursor around a document. True
5. The Enter key sends the cursor to a previous line while typing. False
6. The Backspace key, when pressed, erases one character to the left of the cursor. True
7. The Esc key is generally used to cancel operations. True
8. Double clicking is used to open a computer application. True

Answer in one word/sentence.

1. How do you classify the keys on the keyboard ?
Ans- Alphabet keys, Numeric keys, Function keys, Special keys, Arrow keys.
2. Which key is used to print signs and to reverse an action of Caps Lock key?
Ans- Shift key
3. Which keys are always used in combination with other keys ?
Ans- Alternate (Alt) and Control (Ctrl) keys
4. What is the purpose of the Esc key?
Ans- It is generally used to cancel operations.
5. Which mouse action is used to open a file/folder?
Ans- Double-click

Give short answers

1. What are the uses of Special keys?
Ans- Special keys are used for different purposes like starting a new line, giving space, typing in capital or small letters and typing signs.

2. What is the use of Function keys?

Ans- The function keys perform a specific function in each computer program.

3. What is the difference between Backspace key and Delete key?

Ans- Backspace key erases one character to the left of the cursor while

Delete key erases one character to the right of the cursor.

4. How is the Drag-and-Drop action performed with the mouse?

Ans- Hold down the left button, move the mouse, and release the mouse button at the new desired location.

5. What is Right click used for?

Ans- Right click gives a shortcut menu which contains the options related to the object on which you have clicked.

