

Exercises

Activity (Page No. 29)

Q. Join the pieces of each jigsaw to make names of different keys.

Ans. Delete , enter, backspace, numeric, shift, caps lock.

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A. Tick (✓) the correct option.

1. Which key do you hold to type capital letters?

Ans. (a) Shift ✓

2. Which key do you use to erase mistakes?

Ans. (c) Backspace ✓

3. Which key do you use to move to a new line?

Ans. (b) Enter ✓

4. Which key is the longest key on the keyboard?

Ans. (c) Spacebar ✓

5. Which key is used to write the upper row characters?

Ans. (b) Shift ✓

6. Pressing the left mouse button once is called

Ans. (a) Clicking ✓

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B. Fill in the blanks with the correct words.

(Alphabet, Spacebar, Number, Enter)

1. To type today's date, you will use number keys.

2. To type the month, in which your birthday comes, you will use alphabet keys.

3. We press enter key to send the cursor to the new line.

4. To leave space between the two words, we press spacebar key.

C. Write the number of the given keys on the keyboard.

1. Number keys - 2 sets of 10 keys
2. Enter keys - 2 keys
3. Shift keys - 2 keys
4. Function keys - 12 keys

D. Think and answer.

1. Name different types of keys on the keyboard.

Ans- Alphabet keys, number keys, special keys and function keys.

2. Rahul wants to write his full name. He has pressed the keys, but he is not happy. His name looks like this RahulSethi. What do you think is wrong?

Ans- He should give space between Rahul and Sethi.

3. To write his full name (Rahul Sethi) properly, Rahul will press the keys in this order.

Ans- Alphabet key → Spacebar key → Alphabet keys

4. List the functions of a mouse.

Ans- The functions of a mouse are clicking, single click, double click, right click, drag and drop.

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Q. Put lines in the places where you would press the Spacebar key.

1. Rahul |is|a| boy.
2. Open|the|door
3. What|is|your|name
4. Happy|new|year
5. I|love|my|country
6. Take|your|time

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Q. Fill in boxes with suitable letters to make different words related to the mouse. Use the hint given below.

(Hints : Arrow , Drag, Pointer, Select, Double-Click, Left Button, Mouse Pad)

Double-Click

Mouse pad

Left Button

Select

Drag

Pointer

Arrow

YouTube links-

https://youtu.be/Nh1jWL_DH58

<https://youtu.be/P34IGE9wfEc>

