

Date
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Chapter - 4

KEYBOARD - Special Keys

classmate

Date

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I. Answer the following questions :-

1Q) What is called a character? Give some examples.

Ans:- Anything that we type using a keyboard is called a character.

For example - Letter M, number 8, Symbols +, @ and #.

2Q) Name ^{any} two special keys on the keyboard?

Ans:- The capslock key and space bar are the two special keys on the keyboard.

3Q) What is the function of spacebar key?

Ans:- The spacebar key help us to give space between letters, words and numbers. It is the longest key on the keyboard.

4Q) Which keys are called function keys on the keyboard?

Ans:- ~~keys which are marked as F1, F2, F3 till F12~~
Keys which are marked as F1, F2, F3 till F12 are called function keys on the

Keyboard. These keys also can perform special functions:

II. Fill in the blanks:-

- 1) It erases the letters or numbers to the right of the cursor delete key.
- 2) While typing on a computer. If we want to go to the next line, we press Enter key.
- 3) The Backspace key help us to erase the letters or numbers to the left of the cursor.
- 4) It is the longest key on the keyboard Space bar key.
- 5) When we want to type or change the letter in capital we press the Caplock key.

III. State whether True or False.

- 1.) We can move the cursor right, left, up, or down with the help of arrow keys. [True]
- 2.) The delete key give space between words and numbers. [False]
- 3.) The Backspace key erases a character to the left side of the cursor [True]
- 4.) The enter key is used to go to the next line while typing. [True]
- 5.) Number keys are from A to Z [False]
- 6.) We can type capital letters with the help of shift key when capslock key is off. [True]

IV Re-arrange the words :-

1) EYKBRDOA → KEYBOARD

2) ABCKPACSE → BACKSPACE

3) BOLMSYS → SYMBOLS

4) FINCUTON → FUNCTION

5) RSOURC → CURSOR

V Missing letter :-

1) AL PH AB ET

2) SP AC EB AR

3) DE LE TE

4) NU MB ER KE YS

5) SP EC IA L KE YS

VI Name the following:-

- 1) I move the cursor around the screen!
→ Arrow key.
- 2) I remove the letters to the left of the cursor.
→ Backspace key.
- 3) I give space between words and letters.
→ Spacebar key.
- 4) I help to type capital letters
→ Capslock key.
- 5) I help to type capital letters when the
Capslock key is off.
→ Shift key.
- 6) When we type, we can see a blinking line on
the screen.
→ Cursor.
- 7) I help you to type words and sentences
→ Alphabet keys.
- 8) I help to type numbers.
→ Number keys.

END