

Chapter-3,

Keyboard - Special Keys

Keywords

1. Command
2. alphabet
3. Enter
4. Continue - typing
5. upper-case
6. Switched - off
7. Shift
8. display
9. Combination
10. location

Answer the following

Q.1 what is a keyboard used for?

Ans. A Keyboard is used to type letters, numbers and symbols into the computer.

Q.2 what are special keys on a keyboard?

Ans. Special Keys do special tasks like deleting, moving the cursor, etc.

Q.3 Name any three special keys?

Ans. Enter key, Spacebar, Backspace key.

Q.4 what is the use of Delete key?

Ans. The Delete key removes the letter to the right side of the cursor.

Fill in the blanks

1. The Enter key is used to start a new line.
2. The Shift key is used along with other keys to perform special tasks.
3. The arrow keys help to move the cursor up, down, left, right.
4. The Enter key is used to start a new line.
5. The Back space key deletes letters to the left of the cursor.
6. The Cap lock key is used to type all capital letters without holding the shift.

'True' or 'False'

1. The spacebar key is the smallest key on the keyboard. — false
2. The enter key is used to move to the next line — True

3. The Shift key is used to type small letters - false.

4. The backspace deletes the letter to the left of the cursor - True.

5. There is only one shift key in the keyboard. - false.

~~Sheet 1~~
10/11/15