

➤ **Fill in the blanks. Choose words from the box.**

[right-click, drag-and-drop, left-click, pointer, wireless, title bar, drawing, pencil, paint]

1. When we move the mouse, we see the mouse pointer move on the monitor.
2. We use left-click to select an item on the monitor.
3. We use drag-and-drop to move an item on the monitor.
4. We use right-click to open a list of options on the monitor.
5. We can use the Paint program to draw and color on a computer.
6. . The top part of the Paint window is called the Title bar .
7. The part of the Paint Screen where we draw is called the drawing area.
8. The pencil tool is found in the Tool's group.

➤ **Name the tools.**



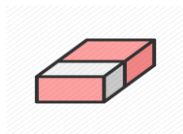
Line



Pencil



Fill with colour



Eraser

➤ **Colour the keys with the given colour codes.**

Arrow Keys – Green

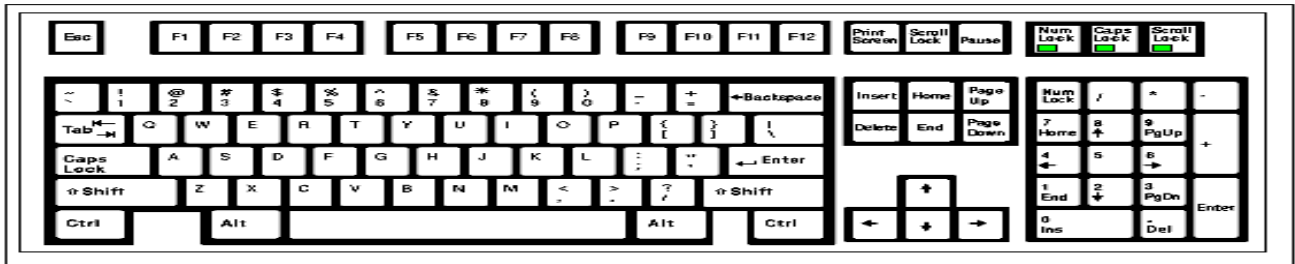
Backspace Key – Red

Delete Key – Pink

Space bar – Blue

Enter Key - Yellow

Shift Key – Brown



➤ Match the following: -

- 1. double-click → a. pressing the left button once
- 2. drag-and-drop → b. pressing the right button once
- 3. right-click → c. move an item
- 4. left-click → d. pressing the left button twice quickly

➤ Count and write the number of following keys on a Keyboard.

Backspace

1



Arrow

4



Space bar

1

Shift

2



➤ **Answer the following question: -**

1. Name the four arrow keys?

Ans - Up Arrow Key, Down Arrow Key, Left Arrow Key, Right Arrow Key.

2. Which key do we use to type in capital letters?

Ans - Caps lock Key.

3. Which key do we use to delete letters typed on the left side of the cursor?

Ans - BackspaceKey

4. Write different parts of computer mouse?

Ans- Left-click, Right-click and scroll wheel.

5. Write any two uses of a mouse?

Ans- Select an item, move an item.

6. What is the use of drag-and -drop?

Ans- We use drag and drop to move an item.

7. Which tool do we use to fill colour in a drawing?

Ans- Fill with colour tool.

8. Which tool do we use to erase a mistake in a drawing?

Ans- Eraser tool.

9. Write the steps to save a drawing in a paint.

Ans- 1. Left click on the paint button.

2. Left click on the save option, The save as dialog box appears.

3. Type a name for the drawing in the file box.

4. Left click on the save button.

5. The drawing gets saved.

10. Write the steps to close the paint program.

Ans. 1. Left click on the paint button.

2. Then left click on the exit option.

11. Name any two tools found in the shapes group.

Ans. Rectangle tool, oval tool.

12. Which tool do we use to draw a circle?

Ans. Oval tool.

13. Which option in the colours group do we use to select an outline colour?

Ans. Colour 1.

14. Write the steps to open a saved drawing.

Ans. 1. Left click on the paint button.

2. Left click on the open option.

3. Left click to select a drawing.

4. Left click on the open button to open it.

➤ **Label the parts of the mouse and color it:**

