SUMMATIVE ASSIGNMENT – 2 [2020-21]

Grade – 2	**Sub -**
Computer	

Syllabus – Ch- 4, 5, 6, 7

➢ **Tick the correct answer.**

1. There are _____ Arrow Keys on a keyboard.

a. 3   b. 9   c. **4**

2. We use the _____ key to type in capital letters.

a. **caps Lock**   b. cursor   c. backspace

3. We can also use the _____ key to type in capital letters.

a. Backspace   b. **shift**   c. enter

4. We use the Delete Key to delete characters typed on the_____ Side of the cursor.

a. **Left**   b. right   c. between

5. To draw a circle, we use the

a. Line tool   b. **Oval tool**

7. To draw a square, we use the

a. **Rectangle tool**   b. Pencil tool

8. The shapes group on the ribbon has many

a. **Shapes**   b. colours

9. We find the save option on clicking the

a. **Paint button**   b. Open button

➢ **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.**
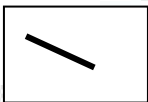
Line

Pencil

 Fill with colour
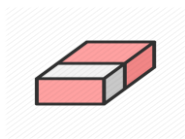
Eraser

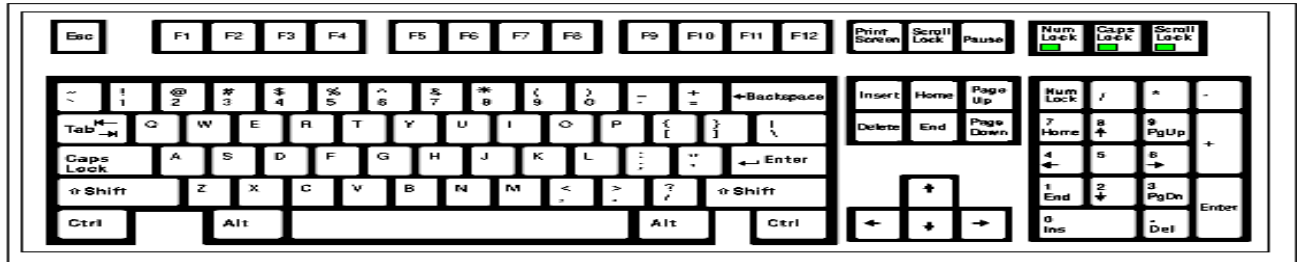➢ **Colour the keys with the given colour codes.**

      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   ⇧ Shift   Backspace

Arrow   4   →

Space bar   1

Shift   2   ↓   ⇧ Shift

      ←

➢ **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:**