



Q.1 Tick the correct answer.

i. We use to type letters.

a. **alphabet key** () b. number key () c. enter key ()

ii. Whatever we type can be seen on the _____.

a. **monitor** () b. mouse () c. keyboard ()

iii. We use to delete letters and numbers.

a. enter key () b. **backspace** () c. shift key ()

iv We use to give space between words and numbers.

a. **space bar** () b. number () c. enter key ()

v. We use keys to write in a notebook.

a. backspace () b. **pencil** () c. spacebar ()

vi. I move the cursor to the next line.

a. alphabet key () b. enter key () c. spacebar key ()

vii. I delete letters and numbers typed on the left side of the cursor.

a. space bar () b. **backspace** () c. enter ()

viii. You can use me to type your name.

a. **alphabet key** () b. spacebar () c. backspace ()

ix. The space bar is the key on the keyboard.

a. shortest () b. number () c. **longest** ()

x. We use the keys to type words and sentences.

a. number () b. . alphabet key () c. spacebar key ()

Q.2 Change the underlined words to corrects these sentences.

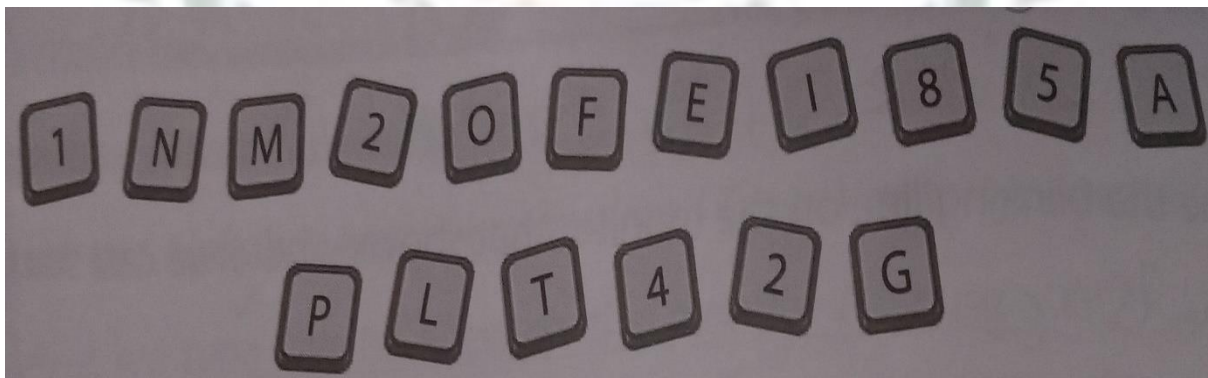
Write the Correct words in the blanks.

- | | |
|---|-----------------|
| i. We use <u>keys</u> to write in a notebook. | <u>Pencil</u> |
| ii. Whatever we type can be seen on the <u>mouse</u> . | <u>Monitor</u> |
| iii. We use the <u>number</u> keys to type words and sentences. | <u>Alphabet</u> |
| iv. We use the <u>Enter</u> keys to type numbers. | <u>Number</u> |
| v. The space bar is the <u>Shortest</u> key on the keyboard. | <u>Longest</u> |

Q.3 Rearrange the letters to match the columns.

LAPHAEBT	ENTER
NETRE	BACKSPACE
BACKSPACE	NUMBER
NMUBER	ALPHABET

Q.4 Identify the Alphabet keys and Number keys.



i. Alphabet keys- N M O F E A P L T G

ii. Number keys- 1 2 8 5 4 2

Q.5 Read the clues and identify the keys.

- i. I move the cursor to the next line. **Enter**
- ii. I give space between words and numbers. **Space bar**
- iii. I delete letters and number on the left side of the cursor. **Back space**
- iv. You can use me to type your name. **Alphabet key**

Q.6 Write the missing letter to complete the names of the keys.

- i. A L P H A B E T ii. E N T E R
- iii. B A C K S P A C E IV. N U M B E R V. S P A C E B A R

Q.7

- i. Shake the table on computer is kept. ()
- ii. Keep the computer table clean. ()
- iii. Cover the computer when your work is over. ()
- iv. Clean the computer with a soft dry cloth. ()
- v. Keep your toys on the keyboard. ()

Q.8 Circle the correct answer.

- i. We use the **Alphabet key** / Number key to type letter.
- ii. Whatever we type can be seen on the **monitor** / keyboard.
- iii. We use the **space bar**/number key to give space between words and numbers.
- iv. We use the Enter key / **Backspace key** to delete letters and numbers.



Q.9 Join the dots and color the picture.

