

10. The _____ tool is used to fill color in a drawing .
a) pencil b) fill with color c) eraser
11. The _____ tool works like a real eraser.
a) pencil b) fill with color c) eraser
12. To draw a circle, we use the _____ tool.
a) line b) rectangle c) oval
13. To draw a rectangle, we use the _____ tool.
a) line b) rectangle c) oval
14. The shapes group on the Ribbon has many _____.
a) shapes b) colors c) tools
15. We find the save option on clicking the _____ button.
a) paint b) open c) closing

Q2. Write true or false.

1. We use the Caps lock key to type in capital letters. []
2. A mouse has four buttons. []
3. We use a mouse to point at things on the monitor. []
4. We use the Backspace keys to move the cursor on the screen. []
5. A wireless mouse works without a wire. []
6. The pencil tool is used for free-hand drawing. []
7. The pencil tool and eraser tool are found in the tools group. []
8. We use the Fill with color to eraser the mistake in the drawing. []
9. We can draw a square using the Oval tool. []

10. When we click on the Shapes fill tool, a list of fill styles opens. []
11. We use the paint program to do sums. []
12. The Ribbon on paint screen has 2 parts. []
13. A keyboard has many keys. []
14. The shapes group has only one shape tool. []
15. We double- click on an item to see what it contains. []

Q3. Fill in the blanks.

[white, right, 4,groups, left-click, pencil, shift, left, wireless, paint, right-click, drag and drop, Rectangle, cursor, shapes,]

1. There are _____ arrow keys on a keyboard.
2. We use _____ to select an item on the monitor.
3. We use _____ to move an item on the monitor.
4. We can also use the _____ key to type in capital letters.
5. We use delete key to delete characters typed on the _____ side of the cursor.
6. We use the _____ program to draw and color on a computer.
7. The Ribbon consists of tabs and _____.
8. The _____ tool is found in the Tools group.
9. The Oval tool is found in the _____ group.
10. The drawing area is _____ in color.
11. A _____ mouse works without wire.
12. We use the _____ tool is used to draw rectangles and squares.
13. The blinking line on the screen is called _____.

14. We use the Backspace key to delete characters typed on the _____ side of the cursor.

15. We use _____ to open the a list of options on the monitor.

Q4. Write the steps to shutting down a computer.

Step 1 : _____

_____.

Step 2 : _____.

Step 3: _____.

Step 4: _____.

Step 5: _____.

Step 6: _____.

Q5. Answer the following questions.

Q1. Which key do we use to delete letters typed on the left side of the cursor?

Ans: _____

Q2. Which key do we use to type in capital letters ?

Ans: _____

Q3. Write any two uses of mouse ?

Ans: _____

Q4. What is the use of drag – and – drop?

Ans: _____

Q5. Which tool do we use to fill color in a drawing?

Ans: _____

Q6. Which tool do we use to erase a mistake in a drawing?

Ans: _____

Q7. Name any two tools found in the shapes group?

Ans: _____

Q8. Which tool do we use to draw a circle ?

Ans: _____

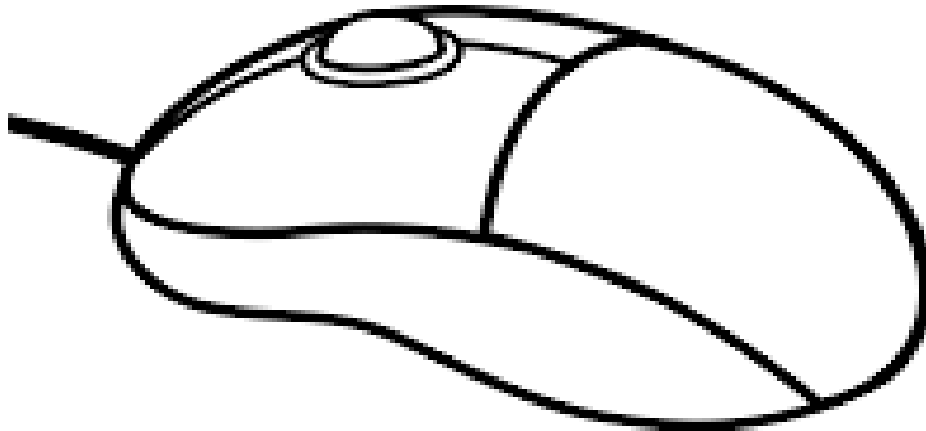
Q9. Name the four arrow keys?

Ans: _____

Q10. Write different parts of a computer mouse?

Ans: _____

Q6. Color the mouse and label the parts?



Q7. Color the keys with the given color codes.

Arrow keys – green

Backspace key – red

Delete key – pink

Space bar – blue

Enter key – yellow

shift key – brown



Q7. Label the parts of the paint screen ?

