



पुर्णा International School

Shree Swaminarayan Gurukul, Zundal

Class -I

COMPUTER

II Semester

Year- 2020-21



SYLLABUS –

MONTH OF SEPTEMBER-OCTOBER

CH - 4 KNOW THE KEYBOARD

A. CIRCLE THE CORRECT ANSWER.

1. We use the alphabet key / number key / enter key to type letters.
2. Whatever we type can be seen on the monitor / mouse / keyboard.
3. We use the space bar / number key to give space between words and numbers.
4. We use the enter key / backspace key to delete letters and numbers.

B. Change the underline words to correct these sentences. Write the correct words in the blanks.

1. We use keys to write in a notebook. Pencils
2. Whatever we type can be seen on the mouse. Monitor
3. We use the number keys to type words and sentences. Alphabet
4. We use the enter keys to type numbers. Number
5. The space bar is the shortest key on the keyboard. Longest

C. Rearrange the letters to much the columns.

1. LAPHAEBT → a. ENTER
2. NETRE → b. BACKSPACE
3. BCAKSPACE → c. NUMBER
4. NMUBER → d. ALPHABET

D. Answer in one word.

1. What is a keyboard used for ?
Ans. To type.
2. Name the blinking line on the monitor that shows where we can start ?
Ans. Cursor.
3. Which key do we use to move the cursor to the next line ?
Ans. Enter key.
4. Which key do we use to delete letters and numbers ?
Ans. Backspace key.