Lesson-4

Keyboard : Special Keys

Hardwords :

1. Symbols
2. Alphabets
3. Keypad
4. Spacebar
5. Arrow keys
6. Numeric
7. Special
8. Punctuation
9. Combination
10. Control
11. Alternate
12. Shift
13. Delete
14. Backspace
15. Cursor

Question and Answers

① Write 5 special keys in keyboard?

Ⓐ. i) Symbol keys
ii) Arrow keys
iii) Punctuation keys
iv) Combination keys
v) Enter key.

2. How many combination keys are there in keyboard? What are they?

A. There are 3 combination keys.
They are :- i) shift key
ii) control key [ctrl]
iii) alternate key [alt]

3. How many enter keys are there in keyboard, What is their use?

A. i) A keyboard has 2 enter keys.

ii) They are used to bring the cursor to the next line.

4. How backspace and delete key erases the letters?

A. i) Backspace key erases the letters to the left side of cursor.

ii) Delete key erases the letters to the right side of cursor.



BRAIN DEVELOPER

A. Fill in the blanks.

1. A cursor is a small blinking line on the screen.
2. The Spacebar key is the longest key on the keyboard.
3. The right arrow key is used to move the cursor to the right.
4. The backspace key erases letters to the left side of the cursor.

Hints

Backspace
Cursor 1
Longest 2
Right Arrow 3

B. Identify the keys and name them.

1. ↑ up arrow key
2. ← left arrow key
3. ↓ down arrow key
4. → right arrow key

C. Guess! Which key am I?

1. I type text in capital letters. Caps lock key
2. I erase the letters to the right side of the cursor. Delete key
3. I move the cursor to a new line. Enter line
4. I give space between the words. Spacebar key

D. Tick (✓) the right answer.

1. The alphabet keys are used while writing a paragraph or sentence.

   a. Alphabet ✓ b. Arrow ☐ c. Number ☐

2. Which key is used to type marks present on the upper part of the keys?

   a. Alt key ☐ b. Shift key ✓ c. Ctrl key ☐

Lesson -5

Mouse - An input device

Hardwords!

1. Mouse - button
2. Double click
3. Mouse pointer
4. Index finger
5. Drag and drop
6. Commands
7. Flipping
8. primary
9. secondary
10. windows system
11. control panel
12. Hardware

Question and answers

1. Write steps to hold a mouse?

A. i) We have to place our index finger on left button and middle finger on right button.

ii) The rest of 3 fingers are used to hold mouse.

2. What are different types of clicks?

A. i) Clicking on left button once is, left click / click

ii) clicking on right button once is, right click.

iii) clicking on left button twice is, double click.

3. What are the uses of different clicks?

A. i) left click (or) click is used to select icons

ii) double click is used to open icons

iii) right click is used to show command list of icons.

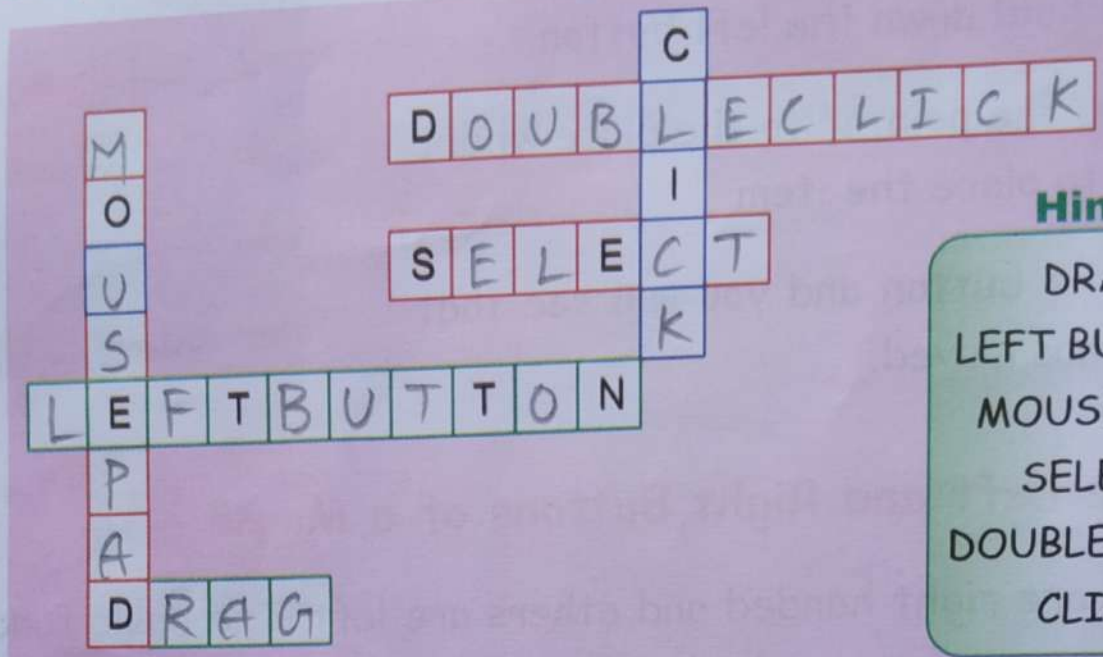
4. What is the use of flipping mouse buttons?

A. i) Normally, mouse is for right-handed person.

ii) By flipping mouse buttons a left-handed person can use mouse.

MY ACTIVITY

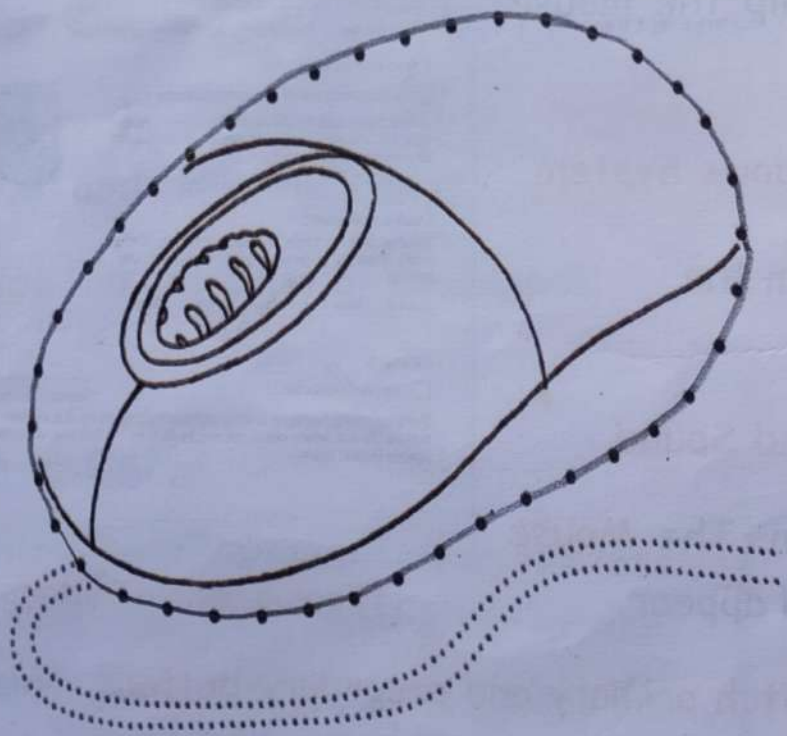
A. Complete the crossword with the help of the hints given below.



Hints

DRAG
LEFT BUTTON
MOUSE PAD
SELECT
DOUBLE-CLICK
CLICK

B. Join the dots to get the image of mouse. Fill it with CRAYONS of your choice. Write the actions of the mouse buttons in the space provided.



1. left click /click
2. Right click
3. Double click
4. Drag and drop

My Name ..... Date ..... Teacher's Signature .....



BRAIN DEVELOPER

A. Fill in the blanks.

Hints

Twice
Draw
Two
Once

1. A mouse helps you to draw pictures on the computer screen.
2. A mouse has two buttons.
3. To select an item, you press the left mouse button once.
4. The left mouse button is pressed twice for double-clicking.

B. Write T for True and F for False.

1. A small arrow on the monitor is known as the mouse pointer. T
2. A mouse is also known as pointing device. T
3. Clicking the right mouse button shows a list of commands. T
4. You cannot change the default settings of a mouse. F

C. Match the right pair by colouring it with the same colour.

Drag	Press the left mouse button twice
Click	Press the right mouse button once
Pointer	Press the left mouse button once
Double-click	A small arrow
Right-click	Moving an item