





Chapter 4

WORKSHEET

I. Match the following.

- | | |
|------------------|---|
| 1. Enter key | (a)  |
| 2. Delete key | (b)  |
| 3. Backspace key | (c)  |
| 4. Home key | (d)  |

II. Answer the following.

1. How many number keys are there on a keyboard?
2. Write down any four special keys.
3. How many alphabet keys are there on a keyboard?
4. How many Spacebar keys are there on a keyboard?
5. Which key is used to move the cursor to the right?

III. Fill in the blanks.

1. _____ is a small blinking light on the screen.
2. _____ is the longest key on the keyboard.
3. _____ key moves the cursor down.
4. _____ key moves the cursor up.
5. _____ key is used to change the line.

IV. Match the following.

Column A

1. Return key
2. Esc key
3. Character key
4. Number keys
5. Arrow keys

Column B

- (a) Semicolon
- (b) Four
- (c) 0 to 9
- (d) To come out of a program
- (e) Enter key