

MORE ABOUT KEYBOARDS

Chapter 2

Worksheet III

A. Choose the correct answer:

1. This key erases anything typed on the left side of the cursor.
a) Num lock. b) End. c) Delete. d) Backspace
2. The _____ key is used to move the cursor to the next line.
a) End. b) Enter. c) Delete d) Home
3. This key shifts the cursor a few spaces forward.
a) Caps lock. b) Tab. c) Delete. d) Backspace
4. The longest key on the keyboard is
a) Tab key. b) Enter key. c) delete key. d) Spacebar key
5. The _____ moves the cursor to the end of the line.
a) Backspace key. b) Home key. c) End key. d) Tab key

B. Write true or false to the following statements.

1. The backspace key removes the character to the right of the cursor. _____
2. There is only one delete key on the keyboard. _____
3. The enter key can be used to type upper characters present on some of the keys on keyboard. _____
4. The Home key takes the cursor to the end of a line. _____
5. The shift key can be used to type small letters. _____
6. The spacebar is the longest key on the keyboard. _____

C. Fill in the blanks using the following words given below.

Caps lock, Home, Delete, Num lock, Spacebar

1. The _____ key is used to remove the character to the right of the cursor.
2. The _____ key should be turned on when we want to type capital letters.
3. The _____ key should be turned on to activate the numeric keypad.
4. The _____ key should be used to move the cursor to the start of a line.
5. The _____ key is used to put a blank space between two letters or numbers.