

**Question and answers (KEYS) of
CHAPTER 2
MORE ON KEYBOARDS
(DO THIS WORKSHEET IN YOUR CLASSWORK COPY)**

Fill in the blanks using the words given in the box.

*Christopher Latham Sholes, alphabet, Num lock, cursor control keys,
special keys, QWERTY, 26, two, numeric keypad, function keys*

1. The keyboards used by us are also known QWERTY keyboards.
2. Christopher Latham Sholes was an American inventor who invented QWERTY KEYBOARD.
3. There are 26 number of alphabet keys on the keyboard.
4. We type different types of words on the computer screen with the help of alphabet keys.
5. A keyboard has two set of number keys.
6. Num Lock key is used to turn on the numeric keypad on the keyboard.
7. The second set of number key is called the numeric keypad.
8. The four keys that lets the cursor move up, down, left and right is called cursor control keys.
9. The keys marked with F1 to F12 at the top of the keyboard are called function keys.
10. The keys on the keyboard which are used for special purpose are called special keys.

**Question and answers (KEYS) of
CHAPTER 3
UNDERSTANDING WINDOWS 10
(DO THIS WORKSHEET IN YOUR CLASSWORK COPY)**

Fill in the blanks using the words given in the box.

1. The full form of GUI is Graphical User Interface.
2. The company Microsoft was founded on the date 4th April 1975.
3. Microsoft Company was founded by Bill Gates and Paul Allen.
4. Desktop is the first screen that appears on the monitor after Windows Operating system is loaded.
5. The small pictures on the desktop are called icons.
6. The taskbar is the long horizontal bar at the bottom of the computer screen.
7. As we press on the start button on the taskbar a list of options or programs appears, that list is called the start menu.
8. Search Box is used to quickly search for a program or open any application.