

ASSIGNMENT #2
Chapter 3: Typing and using the Mouse

Subject: - Computer Class: - III Teacher: - Mrs Gurpreet Kaur

Name: _____ Class & Sec: _____ Roll No. _____ Date: 27-07-2020

Worksheet 5(from book page number # 28)

Answer in one word or sentence

Q1. Which rectangular keypad is on the right side of the keyboard? When it is convenient to use?

Ans. Numeric keypad. It is convenient to use when a user has to enter lot of numeric data.

Q2. Name any five special keys of a keyboard.

Ans. Caps lock, Backspace, Delete, Enter and Spacebar

Q3. Which keys are used to delete the typed matter on the screen?

Ans. Backspace key and Delete key.

Q4. What is the use of Spacebar key?

Ans. To give spaces in between words.

Q5. Write the use of an Escape key.

Ans. To cancel some operations.

Q6. When we bring the pointer to an icon, which action happens?

Ans. Pointing

Q7. Which mouse action will you perform on a folder to open it?

Ans. Double Click.

Worksheet 6 (from book Page #29)

Answer the following

Q1. What is the purpose of a keyboard?

Ans. The keyboard is an input device designed to type and enters commands into a computer.

Q2. What two usages does the Shift key has?

Ans. The Shift key is used for two purposes:

- 1. It is used to print the signs marked on the upper half of the keys. You need to hold down the Shift key and press the other key.**
- 2. It reverses the functions of the Caps lock key if you hold down the Shift key when the Caps lock is OFF, the upper alphabets will get printed.**

Q3. What happens when we right click the mouse on an icon?

Ans. Right click gives a shortcut menu which contains the option related to the object on which you have clicked.

Q4. How does the drag and drop action happen?

Ans. Hold down the left button, move the mouse and release the mouse button at the new desired location.