

Worksheet-3 Subject- Computer Class – III Teacher: - Mrs Gurpreet Kaur

Name: _____ Class & Sec _____ Roll No. _____ Date: _____

L-3

CHAPTER 3: TYPING AND USING THE MOUSE

(Worksheets:)

Worksheet 1: Multiple Choice Questions (MCQs). Tick (✓) the correct answer.

1. b 2. c 3. a 4. a 5. b 6. a 7. a

Worksheet 2: Write (T) for True and (F) for False against the statements.

1. F 2. T 3. T 4. F 5. F 6. T 7. T

Worksheet 3: Select the suitable words and fill in the blanks.

1. Input 2. Alphabetic 3. Backspace 4. Spacebar 5. Shift 6. Four 7. Click

Worksheet 4: Match the following:

1. g 2. e 3. a 4. h 5. f 6. c 7. d 8. b

Fun Time:

				K															
				E															
				Y															
				B	A	C	K	S	P	A	C	E							
				O															
A	L	P	H	A	B	E	T	I	C										
				R	N														
				D	T														
					E														
					A	R	R	O	W										

- Across:**
1. Key that erases one character to the left of the insertion point. **BACKSPACE**
 2. Keys used to type words and sentences using alphabets. **ALPHABETIC**
 3. Keys used to move the cursor around a document. **ARROW**
- Down:**
4. Device designed to type and enter commands into the computer. **KEYBOARD**
 5. Key used to shift the cursor to new line while typing. **ENTER**