

Worksheet-4 Subject- Computer Class – III Teacher: - Mrs Gurpreet Kaur

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

L-3

Worksheet 5: Answer in one word/sentence.

- Q. 1. Which rectangular keypad is on the right side of the keyboard? When is it convenient to use?
Ans. Numeric keypad. It is convenient to use when a user has to enter lot of numeric data.
- Q. 2. Name any five special keys of a keyboard.
Ans. Caps Lock, Backspace, Delete, Enter and Space bar.
- Q. 3. Which keys are used to delete the typed matter on the screen?
Ans. Backspace key and Delete key.
- Q. 4. What is the use of a Spacebar key?
Ans. To give spaces (normally in-between words).
- Q. 5. Write the use of an Esc key.
Ans. Pointing.
- Q. 6. When we bring the pointer to an icon, which action happens?
Ans. Double click.
- Q. 7. Which mouse action will you perform on a folder to open it?
Ans. Double click.

Worksheet 6: Answer the following:

- Q. 1. What is the purpose of a keyboard?
Ans. The keyboard is an input device designed to type and enter commands into a computer.
- Q. 2. 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 reverse the function of the Caps Lock key. If you hold down the Shift key when the Caps Lock is OFF, the upper alphabets will get printed. The other way is also done.
- Q. 3. What happens when we right click the mouse on an icon?
Ans. Right click gives a shortcut menu which contains the options related to the object on which you have clicked.
- Q. 4. 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.