

I. Look at your keyboard and write down any five alphabets, six numbers and seven signs in the spaces provided below. Use a comma in between the alphabets, numbers and signs.



Numbers .....

Alphabets .....

Signs .....

II. Tick (✓) the correct statements and cross (✗) the wrong ones.



1. ( **B** ) represents the bold style.
2. Bigger the font size, smaller the text.
3. To open a document, select the Open option from the Edit menu.
4. To open a new document, select New from the File menu.
5. You must select the text before performing any action on it.

III. Ajay wants to erase “M” from each word typed on every monitor, using the Backspace key. Place the cursor correctly on the monitor for him. Also, in the space provided, write down the word which will remain after the correction is made.



IV. Sunny has written a few sentences about the keys on the keyboard. Tick (✓) the correct ones and cross (✗) the wrong ones.



- 1. The Caps Lock key is used for typing in capital letters when it is OFF.
- 2. The Spacebar key gives space every time it is pressed.
- 3. The Enter key, when pressed while typing, will erase the next word.
- 4. The Backspace key is like an eraser.
- 5. The Shift key is used to print signs which are on the upper half of the keys.

V. Sunny wants to print the signs !, # and \*. Colour the keys that have these signs.



VI. Here are the steps to open a document, but they are in wrong order. Write them down in their correct order in the space provided.

1. An Open Dialog box opens.
2. The selected document will open.
3. Select the file to open and click on the Open button.
4. Open the File menu and click on the Open option.

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