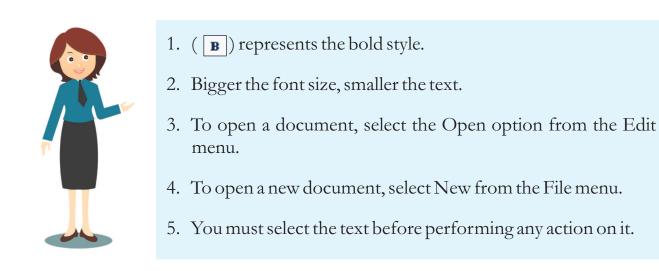


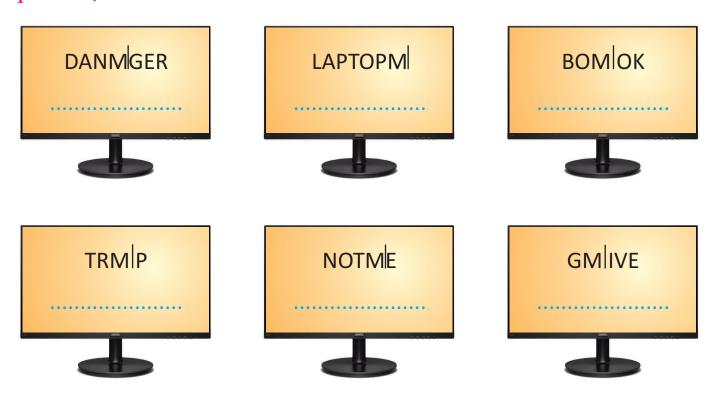
I. Look at your keyboard and write down any five alphabets, six numbers and seven signs in the spaces provided below. Use a comma in between the alphabets, numbers and signs.



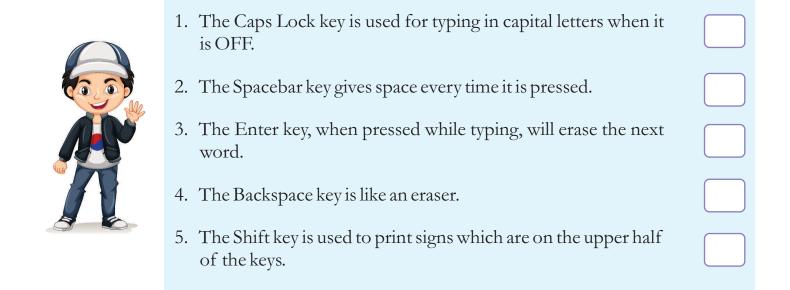
II. Tick ( $\checkmark$ ) the correct statements and cross (x) the wrong ones.



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 from 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.



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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