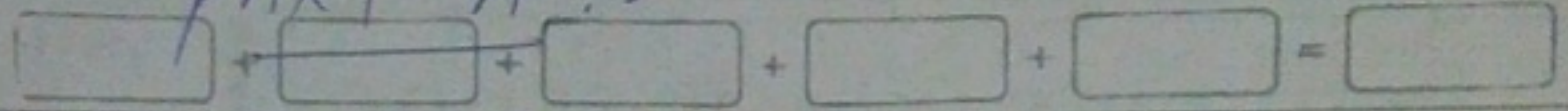


PART-A :-



Q.1. M.C.Q.:-

1. A Keyboard is like a \_\_\_\_\_  
A:- Type-Writer. B:- printer.
2. We can type the numbers using the \_\_\_\_\_ key.  
A:- Numerical B:- Alphabetical
3. Alphabetic keys are used for typing \_\_\_\_\_ words and \_\_\_\_\_.  
A:- Sentences. B:- Numbers
4. Spacebar key is used to insert blank-  
spaces. B:- letters
5. How many Arrow buttons are there on a keyboard?  
A:- 4. B:- 8
6. \_\_\_\_\_ key is used to pressed to move the cursor to the next line?  
A:- Enter. B:- spacebar
7. How many alphabetic keys are there on keyboard?  
A:- 26. B:- 24
8. A keyboard has numerical keys of \_\_\_\_\_?  
A:- 0 to 9. B:- 1 to 10.

□ + □ + □ + □ + □ = □

9. Which is the longest key of a keyboard?  
A: spacebar key. B: Backspace key

10. Which key we use to correct our mistakes?  
A: Backspace key. B: spacebar key

11. The \_\_\_\_\_ is one of the main part of a computer?  
A: Mouse. B: Monitor

12. The Mouse can make working on Computer very \_\_\_\_\_ for us?  
A: easy. B: difficult

13. Which part of computer is kept next to the monitor?  
A: Mouse. B: Keyboard.

14. \_\_\_\_\_ is the third Button of the Mouse?  
A: Scroll Button. B: Right Button.

15. \_\_\_\_\_ Means pressing and releasing the mouse button quickly?  
A: clicking. B: Double clicking

16. How many buttons are there on a computer's mouse?  
A: 3. B: 4

17. What is the arrow shape on the monitor screen called?  
A: Mouse Pointer. B: Mouse Painter

$$\square + \square + \square + \square + \square = \square$$

18. The Mouse are kept on the \_\_\_\_\_  
 A: Mousepad B: Ice pad

19. \_\_\_\_\_ Makes Working on computer Very  
 easy for us?  
 A: Mouse B: Pointer

20. The clicking of left mouse button  
 twice is called \_\_\_\_\_.  
 A: Double clicking B: Single clicking

### PART-B:-

Q-1. Fill up

1. Alphabetical Keys are used to type  
 words and sentences.  
 [sentence, spaces]

2. A keyboard has Number Keys 0 to 9.  
 [Number, Enter]

3. Alphabet Keys are 26 in Numbers.  
 [Alphabet Keys, Arrow Keys]

4. The spacebar inserts a blank space  
 [spacebar, Backspace] every time we  
 press it.

5. The enter key help us to move to  
 the next line while typing  
 [Enter, Arrow]

$$\square + \square + \square + \square + \square = \square$$

6. On pressing a button of the mouse at once is called click.  
[click, pointing].
7. The Mouse is kept on a Mouse pad [i.e., Mouse].
8. A Mouse has two or three buttons [three, four].
9. To press and release the left mouse button twice is called Double click. [twice, thrice].
10. Place your right finger on the right mouse button. [right, left].

Q.20

Missing Letters:-

1. Ke yb oa rd
2. Nu me ri ca l
3. Al ph ab et ic
4. En te r
5. Ar ro w
6. mo us e
7. Po in ti ng

$$\square + \square + \square + \square + \square = \square$$

8. Button

9. click

10. Left

Q.3 Matchings :-

1. Alphabetic keys = 26.
2. Arrow keys = 4
3. Numerical keys = 0 to 9
4. Enter key = 1
5. spacebar key = longest key
6. Mouse have = two or three buttons.
7. Small arrow shape = Mouse pointer
8. Index fingers on = left Mouse button.
9. Third button on Mouse = Scroll button.
10. Right button is used = for Right click