

PARAGON CONVENT SCHOOL

SECTER 24 B CHANDHIGARH

CLASS 3

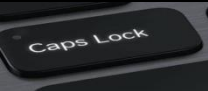

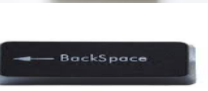
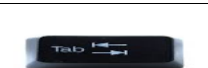
CH- 3 THE KEYBOARD

BRAIN DEVELOPER

A. State true or false:

- 1. A keyboard is an output device. **False**
- 2. A keyboard usually has 200 keys. **False**
- 3. The longest key on the keyboard is the Spacebar. **True**
- 4. The backspace key is used to erase the character on the right. **False**
- 5. Every number key has a symbol printed on it. **True**
- 6. We press the Caps lock key along with the number key to type the symbol on it. **False**

B. Match the following:

	Caps lock
	Enter key
	Backspace key
	Tab key

C. Each number key has a symbol marked on it. Write the correct symbol against each number.

!	@	#	\$	%	^	&	*	()
1	2	3	4	5	6	7	8	9	0

D. Multiple choice Questions:

1. The _____ key is used to give a space between the words.

- a) Caps lock
- b) **Spacebar**
- c) Backspace

2. There are _____ alphabet keys on the keyboard.

- a) 23
- b) 25
- c) **26**

3. There are _____ function keys on the keyboard.

a) 12

b) 11

c) 10

4. How many shift keys are there on the keyboard?

a) 3

b) 2

c) 1

E. Answer the following questions:

Q 1. Name the different types of keys on the keyboard.

Ans. The different types of keys on the keyboard are:

i) Alphabet keys

iii) Number keys

ii) Special keys

iv) Function keys

Q 2. What do we do with the alphabet keys?

Ans. The alphabet keys are used to type letters and words.

Q 3. What are number keys? What are they used for?

Ans. The keys on which you see numbers 0 to 9 are called number keys. These are used to write/type numbers.

Q 4. What do you know about the Function keys?

Ans. The function keys are programmable keys whose operations can be pre-programmed by the software being used.

Q 5. What is the function of the Caps Lock key?

Ans. The Caps lock key is used to type letters in Capital.

Q 6. What is the use of the Shift key?

Ans. With Shift key, we can type the symbols printed on the top of number keys. The Shift key is also used to type the letters in uppercase.

Q 7. What is the function of the Enter key?

Ans. The Enter key is used to bring the cursor down to the next line. It is also used to execute the commands.