



Sub:- Computer

[2019-20]

STD:- 2<sup>nd</sup> Work sheet SA:- 2

Que:- 1 Tick (✓) the Correct Answers

1 How many alphabet keys are there on a keyboard?

(A) 26

(B) 19

(C) 24

Ans: (A) 26

2. It type the letters in Capital when it is on.

(A) Num Lock

(B) Delete

(C) Caps Lock

Ans: (C) Caps Lock

3 It moves the cursor to the next line.

(A) Enter

(B) Delete

(C) Num Lock

Ans: (A) Enter

4 It gives space between the words.

(A) Caps Lock

(B) Space bar

(C) Enter

Ans (B) Space bar

5. Which mouse button will you use to move a page down?

(A) Scroll wheel

(B) Wire

(C) Enter





6. Which mouse button will you click to select an item?  
(A) left mouse button (B) Right mouse button  
(C) Enter

Ans:- (A) left mouse button

7. How many times will you press the mouse button to open an item?  
(A) one (B) two (C) three

Ans:- (B) Two

8. Erase a number to the right of the cursor.

(A) Enter Key (B) Delete Key  
(C) Number Key

Ans:- (B) Delete Key

9. How many actions of a mouse.

(A) Four (B) Six (C) Seven

Ans:- (B) six



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Que:-2 Fill in the blanks.

1. The cursor control keys are used for moving the \_\_\_\_\_ on the monitor.  
(A) Delete (B) cursor

Ans (B) cursor

2. \_\_\_\_\_ key is used for erasing the letter written on the right side of the cursor.  
(A) Delete (B) Num Lock

Ans (A) Delete

3. When the \_\_\_\_\_ key is OFF, you cannot use the number keys on the right side of the keyboard.

(A) Caps Lock (B) Num Lock

Ans: (B) Num Lock

4. The \_\_\_\_\_ key is used to type special characters  
(A) shift (B) Num Lock

Ans (A) shift

5. \_\_\_\_\_ key is used to type the letter in upper case.

(A) Caps Lock (B) Shift

Ans: (A) caps Lock





6. The \_\_\_\_\_ tool is used to fill color in a drawing.

- (A) Fill with colour (B) drawing area

⇒ (A) Fill with colour

7. \_\_\_\_\_ is the area on the screen where we draw.

- (A) drawing area (B) drawing colour

Ans:- (A) drawing area

8. To draw a rectangle or a square we use the \_\_\_\_\_ tool.

- (A) Rectangle (B) eraser

Ans:- (A) Rectangle

9. you can always erase the drawing using the \_\_\_\_\_ tool.

- (A) eraser (B) pencil

Ans (A) eraser

10. \_\_\_\_\_ tool is used to draw like pencil

- (A) pencil (B) eraser

Ans:- (A) pencil

11. A mouse is an \_\_\_\_\_ device

- (A) Input (B) output

Ans:- (A) Input

12. A Wireless mouse does not have a \_\_\_\_\_ with it

- (A) Wire (B) touchpad



5

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344  
221 324  
8413



344  
344 355  
2114

Ans (A) Wire

13 pressing and releasing the left Mouse button twice is called \_\_\_\_\_

(A) double-click (B) touchpad

Ans (A) double-click

14 Releasing the mouse button after dragging it is called \_\_\_\_\_

(A) drop (B) input

Ans. (A) drop

15. A laptop has a \_\_\_\_\_ which functions similar to the mouse.

(A) touchpad (B) drop

Ans. (A) touchpad

5



(6)

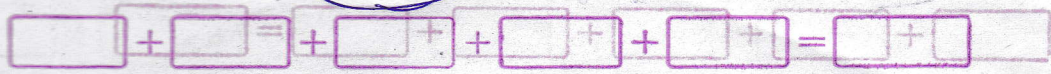
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Que:-3 Write 'T' for true and 'F' for False

1. The double click action selects an item  [F]
2. You can move an item using a mouse  [T]
3. A Wired mouse is connected to the Computer by a cable  [T]
4. To move a page up and down, left mouse button is used  [F]
5. A mouse is a pointing device  [T]
6. The White area in the centre of the paint window is called the drawing area  [T]
7. The MS paint option is in the Control panel  [F]
8. Text tool is used to insert text in the picture  [T]
9. The pick colour tool allows to transfer a colour from a part of drawing  [T]



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- 10. You cannot erase what is once drawn in the drawing area in MS paint [F]
- 11. The Num Lock key is present on the Num pad [T]
- 12. A blank space can be given by pressing the Backspace key [F]
- 13. There are two shift keys on the keyboard. [T]
- 14. The Caps Lock key cannot be switched off. [T]
- 15. The Backspace key is used to erase text [F]
- 16. There are 26 alphabet keys on every keyboard [T]
- 17. There are 17 keys on the numeric keypad [T]
- 18. You should hold a mouse properly [T]
- 19. Many actions can be performed using a mouse [T]

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20. There are two types of mouse [T]

Que:-4 Answer the following questions

1. Write the names of any four special keys.

Ans:- Shift, Caps lock, enter and delete key.

2. How many cursor control keys are there?

Ans:- There are four cursor control keys.

3. How can you select an item using the mouse?

Ans To select an item, press and release the left mouse button.

4. Mention any two actions performed by a mouse.

Ans A mouse can be used to:

- (a) select an item
- (b) move an item



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DATE: \_\_\_\_\_  
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5. What is the Use OF Paint button?

The paint button Contains a list OF Various Options as Save, open and print.

6. Name the tools available in paint.

The tools in paint are :- pencil, Fill, With colour, Eraser, Color picker and Magnifier

7. What is the use OF Fill With Colour tool?

The fill With Colour tools is used to Fill Colour in closed shapes.

8. What is Ribbon in MS paint?

A ribbon in ms paint Contains tabs and groups Which Contains Various tools and ~~com~~ Commands.

9. How is a Mouse attached to a Computer?

A mouse is attached to a Computer With a Wire

10. What is the use of the Num Lock Key?

When the Num Lock is on, it allows to use the keys on the num pad.

9



11 How many actions are performed by mouse? and give the name of actions.

Ans:- Six actions are performed by mouse.



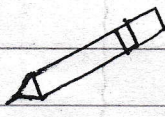
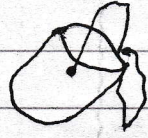
- 1) left click
- 2) Double click
- 3) Right click
- 4) Drag
- 5) Drop
- 6) Scroll





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Que:-5 Match the following

- 1. Blank space → ← Backspace (2)
- 2. Delete a letter → ↵ Enter (3)
- 3. Next line → Space (1)
- 4. Move a page up and down → Press the left button twice (6)
- 5. Select an item → Move the scroll wheel (4)
- 6. Open an item → Press the left button twice once (5)
- 7.  → Fill with color tool (10)
- 8.  → pencil tool (9)
- 9.  → Eraser tool (7)
- 10.  → Magnifier tool (8)
- 11. Lower case and upper case → Caps Lock (11)





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Que:-6 Name the keys you will use to do the following tasks.

1. Erase a number to the right of the cursor :- Delete Key
2. Give a blank space between two words :- Spacebar
3. Type the number 5 :- Number key
4. Type a letter :- Alphabet key
5. Move the cursor to the next line :- Enter key
6. It is used for erasing any letter :- Backspace

