



WORKSHEET

Full marks 24

1 Key words

[3]

canvas function hard copy home row pixel shortcut word processor

2 Label the diagram

[2]

The diagram shows a standard QWERTY keyboard layout. The keys are organized into several groups, with labels and numbered callouts:

- number keys:** Labeled on the left, pointing to the top row of keys (Esc, F1-F12, 1-0, -, =, Backspace).
- special keys:** Labeled on the left, pointing to the second row of keys (Tab, QWERTYUIOP, [] \, Del, End, PgDn).
- letter keys:** Labeled at the bottom left, pointing to the third and fourth rows of keys (Caps, ASDFGHJKL, Shift, ZXCVCBNM, comma, period, slash, Shift).
- arrow keys:** Labeled at the bottom right, pointing to the fifth row of keys (Ctrl, Alt, spacebar, Alt, Ctrl, arrow keys, 0, ., enter).

Numbered callouts (1, 2, 3, 4) are placed above the keyboard, pointing to specific areas:

- 1:** Points to the function keys (F1-F12).
- 2:** Points to the spacebar.
- 3:** Points to the navigation keys (Ins, Home, PgUp, Del, End, PgDn).
- 4:** Points to the numeric keypad (Num, /, *, -, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., enter).

1. _____ 2. _____
3. _____ 4. _____

3 Multiple choice

[5]

Choose the correct option for each of the following questions.

- i. What is the row of letters between the top row and the bottom row of a keyboard called? [1]
 - a. the home row
 - b. the function row
 - c. the number row
 - d. the special row
- ii. Which key removes the letter to the right of the cursor? [1]
 - a. Backspace
 - b. Delete
 - c. End
 - d. Enter



7 Short answers

[4]

Write short answers to the following questions.

a. How is the Delete key different from the Backspace key?

[2]

b. You drew a house in Paint. Write the steps to fill its roof with red color.

[2]

8 Think

[2]

Think, then answer.

Sujan clicked the fill tool inside a circle, but the whole picture turned red. Why did this happen? How can he fix it?

9 Activity: What does each button do? (Activity 2.6)

(not marked)

Open a Word document, type a sentence and select it. Click each button of the Font group on the Home tab, and write what it does.

Button	What it does
B (Bold)	
I (Italic)	
U (Underline)	
A▲ (Grow Font)	
Font Color	

