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EXTRA QUESTIONS -CTA

LESSON-4 (KEYS OF KEYBOARD)

NOTE- (BELOW GIVEN QUESTIONS TO BE DONE IN CTA C.W COPY)

1.GIVE ONE WORD ANSWER-

- i. Key used to erase letters in the backward direction-Backspace key
- ii. Key used to erase letters in the forward direction- Delete key
- iii. The longest key on the keyboard- Spacebar key
- iv. Keys which change their ON/OFF state whenever pressed-Toggle keys
- v. key used to move cursor in four different directions-Arrow key
- vi. This key is also called as Return Key- Enter key
- vii. Keys used to type numbers-Number keys
- viii. The buttons on the keyboard are called as – Keys
- ix. These keys are used to type names , addresses, letters etc- Alphabet keys.
- x. @, \$, & , * etc are called- Symbol Keys

2.NAME-

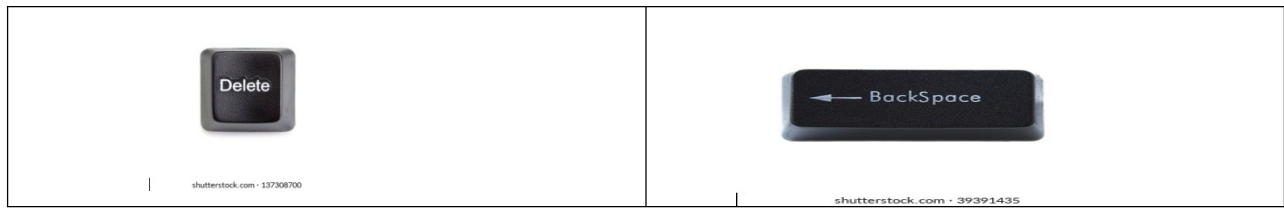
- i. 2 toggle keys - Caps Lock Key , Num Lock Key
- ii. 4 Additional keys – Arrow Key, Enter Key , Backspace Key, Spacebar Key
- iii. 4 Types of keys on a keyboard – Alphabet Key , Number Key, Function Keys , Additional Keys
- iv.Total no. of function keys.-12

3.DEFINE-

- i. Keyboard – A Keyboard is a device that is used for typing in a computer.
- ii. Alphanumeric keys- The Alphabets, Number and Symbol keys together are called the Alphanumeric Keys.

4. Give one difference between Delete key and Backspace key .

Delete Key	Backspace key
This key helps to erase a character in the forward direction.	This key is used to erase a character in the backward direction.



5. MATCH THE FOLLOWING-

- i. Delete key – to erase in forward direction
- ii. Enter key – to move to next line
- iii. spacebar key – to give space
- iv. Return key – enter key

6. FILL IN THE MISSING LETTERS-

- i. FNUNCTION KEY
- ii. ARROW KEY
- iii. SPACEBAR
- iv. CAPS LOCK
- v. ALPHABET KEY
- vi. ENTER KEY
- vii. DELETE KEY
- viii. NUMBER KEY
- ix. KEYBOARD
- x. BACKSPACE KEY

7. REARRANGE THE JUMBLED WORDS-

- i. USCROR- CURSOR
- ii. MOMREY-MEMORY
- iii. NETRE- ENTER
- iv. RROWA- ARROW
- v. PLHAATEB- ALPHABET

8. DRAW AND LABEL THESE KEYS-

- i. ENTER KEY
- ii. ARROW KEY
- iii. SPACEBAR KEY
- iv. CAPSLOCK KEY
- v. BACKSPACE KEY
- vi. DELETE KEY

NOTE:- BELOW GIVEN QUESTIONS TO BE DONE IN CTA BOOK (Pg no- 26 & 27)

1. Complete the puzzle with the given clues:

- Key used to go to the next line – ENTER
- Key used to move cursor – ARROW
- Key used to erase letters – BACKSPACE
- Key used to give space- SPACEBAR
- Key used to type in capital letters- CAPSLOCK

2. Match the name of keys with their images:

(a) Backspace Key -



(b)Spacebar Key -



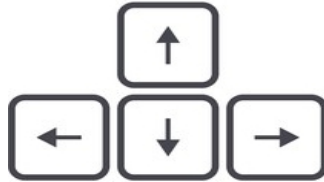
© Function Keys -



(d) Enter Key -



(e) Arrow Keys -



3. Count the following keys present in the keyboard:

- (a) Alphabet Keys - 26
- (b) Function Keys – 12
- (c) Enter Keys – 2
- (d) Caps Lock Key – 1

4. Match the keys with their functions:

KEYS	FUNCTIONS
Number Keys	For typing numbers
Alphabet Keys	For typing numbers
Delete Keys	For removing characters

5. Name the Keys not discussed in this chapter:-

- 1. Tab
- 2. Shift
- 3. Ctrl
- 4. Insert
- 5. Alt
- 6. Home
