

key combination. Ctrl+S Color picker Ctrl+N

save a file in Paint, use  
shortcut key to open an existing file is  
select any shape

class - II  
Sub-Computer

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Chapter - 4 Pg - 23, 24.

Keyboard and its functions

I Fill in the blanks -

1. A cursor is a small blinking line on the screen. (cursor / arrow)
2. The spacebar key is the longest key on the keyboard. (spacebar / Enter)
3. The down arrow key is used to move the cursor down. (Down arrow / up arrow)
4. The delete key erases character to the right side of the cursor. (Delete / Backspace)
5. The enter key brings the cursor down to the next line. (Enter / spacebar)

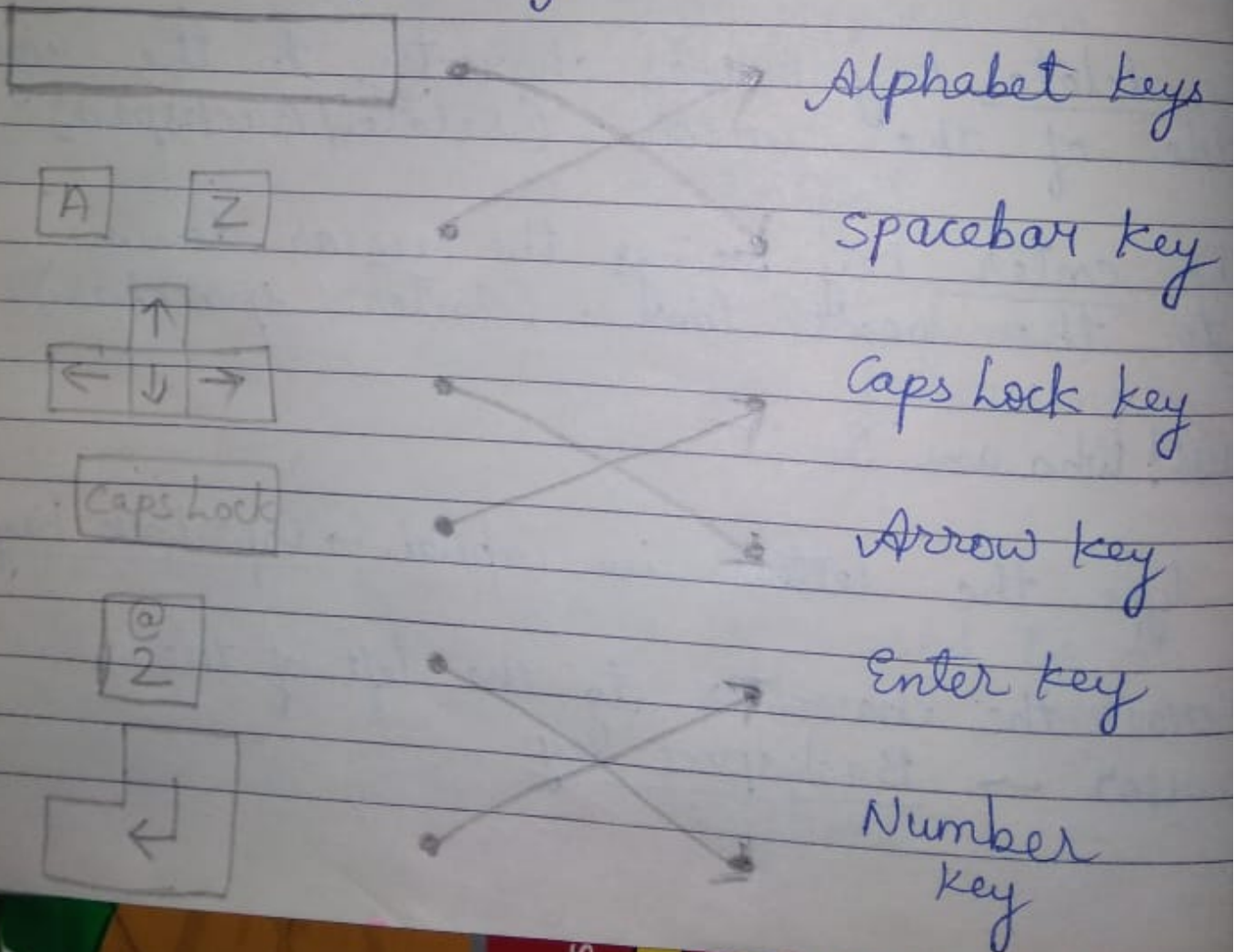
II Guess! who am I :-

1. I type the letters in capital → Caps Lock Key
2. I erase the character to the left of the cursor → Backspace key

# Keyboard

3. I move the cursor to a new line → Enter key.
4. I erase the character to the right of the cursor. → Delete key.
5. I give space between the words → space bar key.

## III Match the following:-





IV Answer the following :-

1. How many alphabet keys are there on a keyboard?

Ans - There are 26 alphabet keys on a keyboard.

2. What is the use of Enter key?

Ans - It is used to bring the cursor to the next line.

3. Name any four special keys?

Ans - Space bar key, Enter key, Caps Lock key, Arrow key.

4. Which is the longest key on the keyboard?

Ans - Spacebar key is the longest key on the keyboard.

5. Which key helps us to move the cursor left side on the screen?

Left arrow

Ans - ~~Backspace~~ key helps us to move the cursor left side on the screen.

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