

## **CHAPTER 3**

### **THE KEYBOARD**

#### **I. Answer the following**

1. What is the use of the Num Lock key when it is: i. ON ii. OFF?

i. When the NUM Lock key is ON, you can type numbers on the computer using the numeric keypad.

ii. When the NUM Lock is OFF, you can use the navigation keys on the numeric keypad.

2. What are the two uses of the Shift Key?

The Shift key is used to type the upper symbols given on the symbol keys. It is also used to type capital letters when the Caps Lock key is OFF.

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

The Backspace key is used to erase anything that is typed on the left side of the cursor. On the other hand, the Delete key is used to erase anything that is typed on the right side of the cursor.

4. How are the function keys labelled?

There are 12 function keys. They are labelled as F1, F2, F3 and so on till F12.

5. What is the use of the Windows key?

The Windows key is used to open the start menu on the computer. It is also used in combination with other keys for different functions.

6. What are the two sets of number keys?

1. One set of number keys is arranged above the alphabet keys.

2. The other set of number keys is on the right side of the keyboard. This is called numeric keypad.

## II. Application based questions

a. Priya has to type her name and her school's name in upper case on the computer.

Which key on the keyboard should be ON so that she can do this?

**Ans: CAPS LOCK Key**

b. Arnav has clicked the start button by mistake. He does not want to work with the start menu at the moment. Which key should he press so that the menu disappears?

**Ans: Esc Key**

### Worksheet 1

#### a. Figure Speak

1. If you want to type numbers using the numeric keypad, this key should be pressed ON. **NUM LOCK**
2. This key is used to type the upper symbols on the symbol keys. **Shift Key**
3. This key is used to close a menu or a dialog box. **Alt +F4**
4. This key is used to open the start menu on the computer. **Windows Key**
5. This key is used to bring the cursor to the beginning of a line. **Home**

#### b. Match the following

Column a

1. Windows Key
2. Spacebar Key
3. Enter Key
4. End key
5. Arrow Keys
6. Function Keys

Column b

- g. 12
- h. Cursor control keys
- i. Longest key
- j. To open the start menu
- k. Moves cursor to next line
- l. Move the cursor to the end of the line

**ANS:**

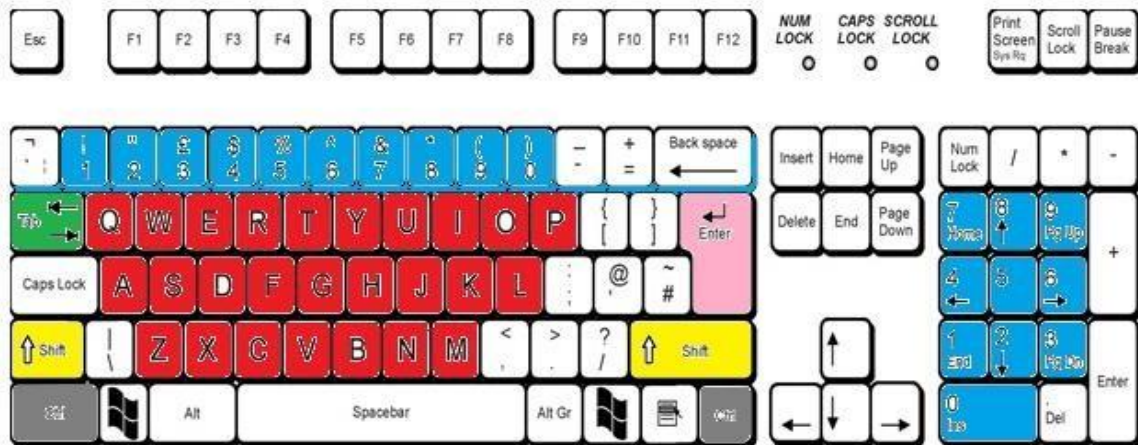
1. **d**      2. **c**      3. **e**      4. **f**      5. **b**      6. **a**

## WORKSHEET 2

### 1. Fill in the missing keys on the keyboard

1. A, S, D, F, G, H, J, K, L, Z, X, C, V, B, N, M

### 2. Color the following



## CH 4 - OPERATING SYSTEM

### I. Answer the following

1. How will you select a group of adjacent icons on the desktop?

To select a group of icons, click an empty area of the desktop near the icons and drag the mouse. Surround the icons that you want to select with the rectangle that appears. Then, release the mouse button.

2. What is the use of the Search box on the Start menu?

The search box at the bottom of the left pane of the start menu allows you to search for programs and files on your computer.

3. What does the left pane of the Start menu show?

The left pane of the start menu shows a list of recently opened programs.

4. How will you open the Start menu using the Keyboard?

To open the start menu using the keyboard, press the Windows key.

5. How will you minimize and restore an active window?

To minimize an active window, click on its taskbar button. To restore a minimized window, click its taskbar button again.

6. Write the steps to switch on the computer?

1. Switch on the power supply
2. Switch on the UPS of the computer.
3. Switch on the power button on the CPU box.
4. Switch on the monitor.

7. What is called Booting?

When you switch on a computer, the windows operating system gets loaded into the computer memory automatically. This process is called booting.

8. What is wallpaper?

The background image that you see on the desktop is called a Wallpaper.

9. What are icons? Name any two icons.

The small pictures seen on the desktop is called icons.

1. Computer
2. Recycle bin

10. What is mean by System Tray?

It is a notification area on the desktop. It is located at the right end of the taskbar. It contains program icons that provide status and notifications.

## **II. Application based questions**

a. Monica is trying to drag the taskbar from the bottom to the right of screen. But it is not moving. What should she do to make the taskbar move?

**Ans:** If the taskbar is not moving, it may be locked. To unlock the taskbar, follow these steps:

- i. Right – click an empty space on the taskbar, a menu appears.
- ii. See whether there is a check mark in front of the Lock the taskbar option. Click to remove the check mark



b. Dheeraj wants to move the icons on the screen. But when he tries to drag them, they come back to the original position. Suggest what Dheeraj should do?

**Ans:** To be able to move the icons on the desktop, you need to disable auto-arrangement of icons. For this, do the following:

- i. Right – click an empty area of the desktop.
- ii. In the menu that opens, click View.
- iii. Click the Auto arrange icons option such that the check mark next to it disappears.

### Worksheet 1

**b. Identify the icons and write their names:**

	<b>FOLDER</b>
	<b>SAVE ICON</b>
	<b>SPEAKER</b>
	<b>RECYCLE BIN</b>