

NORTH POINT SR. SEC. BOARDING SCHOOL

CLASS. II

COMPUTER. (ASSIGNMENT)

I. Practical :

1.Changing the font size and colour of your typed text :

Ans. The following are the steps for changing the font size and colour of our typed text -

- 1. Type our text**
- 2.Select our text by dragging the left mouse button**
- 3 .Click the font colour drop down menu and select your desired colour and click on the font size drop down menu and click on the desired size.**
- 4. Release the left hand mouse button.**

CH. -. 3. Do it in your copy

- 1. Draw and label a KEYBOARD & MOUSE**
- 2. Difference between left click and right click**
- 3. Difference between Delete key and Backspace key**
- 4. How many keys are there in your keyboard?**
- 5. What are Alphabet keys?**
- 6. What are Number keys?**
- 7. What are Arrow keys?**
- 8. What is the use of Spacebar key?**
- 9. What is the use of Enter key?**
- 10. What is the use of Capslock key?**