

Chapter-3

16-06-2020

1. Questions and Answers:-

- a. What do you understand by 'key'?

Keys are the buttons present in the keyboard, which help us in typing the desired words.

- b. How many keys are there in standard keyboard?

There are 104 keys in the standard keyboard.

- c. Why keyboard is known as QWERTY keyboard?

All the Keys on the keyboard are arranged as 'Q' 'W' 'E' 'R' 'T' 'Y' and so on, this it is known as 'QWERTY' keyboard.

- d. Why arrow keys are known as cursor control keys?

Arrow keys are used to control the movement of the cursor on the monitor so they are also known as cursor control keys.

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16-06-2020

1. Questions and Answers:-

- a. Why do we use Caps Lock Key?

We use Caps Lock Key to type Capital letters.

- b. Why do we use Backspace Key?

We use Backspace key to erase the typed word on the left side of cursor.

- c. Why do we use Shift key?

We use Shift key to type the upper character marked in the symbol key.

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Pg-34-35(Sec-B)

A. Questions and Answers:-

1. What is the use of arrow keys?

Arrow keys are used to control the movement of the cursor on the monitor.

2. What is Shift key used for?

The Shift key is used to type the upper characters marked on the symbol keys.

3. What is meant by touch typing?

Touch typing is a method to type text on a Computer, without looking at the keyboard.

4. How many times do you press the mouse button for single-click?

In Single-click we need to press the mouse button once.

5. What is pop up menu?

Pop up menu is a menu which appears on the screen when we right click on an empty space.

6. What is the difference between following:

- a) Delete key and Backspace key

Delete key erase anything typed on the right side of the cursor but Backspace key erase anything which is typed on the left side of the cursor.

- a) Left-click and Right-click

Left-click is used to select and to give commands to the computer whereas Right-click is used to display the list of commands.