

COMPUTER REVISION WORKSHEET

NAME: _____ CLASS: II /SEC ____ ROLL NO: _____ DATE : _____

Q1. Fill in the blanks: -

- a) The keys having letters A to Z on them are called _____.
- b) _____ key allows us to move to the next line.
- c) There are _____ arrow keys on a keyboard.
- d) _____ is a simple program that helps us to type letters, poems etc.
- e) _____ key deletes a character to the left side of a cursor.
- c) It is good to _____ our document while working on it.
- d) _____ helps a mouse to move smoothly.

Q2. Write True or False:-

- a) Cursor is a blinking line on the window. _____
- b) We use cursor keys to move a cursor. _____
- c) A standard keyboard has 104 or more keys on it. _____
- d) Enter key is used to move to the beginning of the next line. _____
- e) Mouse has two buttons and one scroll wheel. _____

Q3. Answer the following: -

- a) Write the different parts of a mouse.

Ans: _____

- b) What is the use of Caps Lock key?

Ans: _____

- c) Name different types of mouse.

Ans: _____

- d) Write the steps to open Word Pad?

Ans: _____

e) Write the main parts of WordPad window.

Ans: _____

f) Write the steps to save a file.

Ans: _____

Q4. Name the different buttons in the Ribbon.

