

Name: _____

Roll No: _____

Class: II

1. Fill in the blanks using the words given in the help box. 20

[delete, alphabet, printout, backspace, letters]

- i) A _____ is the computer work that we print using a printer.
- ii) Computers are used in offices to type _____.
- iii) The _____ keys help us to type letters and words.
- iv) The _____ key is used to delete a character to the right of the cursor.
- v) The _____ key is used to delete a character to the right of the cursor.

2. Tick (√) correct statements and cross (x) out the wrong statements. 20

- 1) Headphones contain speakers and microphone. ()
- 2) UPS stands for Uninterruptible power supply. ()
- 3) Computers are used in offices to keep records. ()
- 4) You can use the caps lock key to type in capitals. ()
- 5) You can use the Num lock key to erase text characters. ()

3. Read the clues and name the part of the computer. 20

- i) I am used to play games. Who am I? _____
- ii) I help you to withdraw money from your bank account. _____
- iii) We are used to type letters and words. _____
- iv) We are used to type letters and words. _____
- v) I take the cursor to the next line. _____

4. Answer the questions.

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i) What does a printer help to do?

ii) What is the use of computers at the bank?

iii) What does the enter key help you to do?

iv) Write down the steps for to start up a computer?

v) Write down the steps for to switch off a computer?
