



PUBLIC SCHOOL DARBHANGA
CLASS-III
COMPUTER
KEYBOARD
WORKSHEET-3

Q1) State True or false:

1. We use keyboard to enter information into the computer. _____
2. A common keyboard has 140 keys. _____
3. A keyboard is also known as QWERTY keyboard. _____
4. The backspace key is used to erase the characters on the right. _____
5. Every number key has a symbol marked on the upper side of it. _____

Q2) Application based questions:

1. Lilt wants to give 5 spaces between two words. She presses the spacebar key 5 times to do this task. Which other key could she use to do the same task in one go?

2. Varun has to type his age using the numeric keyboard. However, it is not working. Which key should he use to activate the numeric keypad?

Q3) Answer the following:

1. Write the function of Caps lock key.

2. What is the use of shift key? How many shift keys are there on a keyboard?

3. What do you know about symbol keys?

Class 3 students to Know more about keyboard, please follow the following link:

1. <https://www.youtube.com/watch?v=9LC-Q1wMEak> (Initial level)
2. <https://www.youtube.com/watch?v=5209qxJTgFM> (advanced level)

Answers:

Q1) State true or false:

1. T
2. F
3. T
4. F
5. T

Q2) Application based questions:

1. Tab key
2. Num Lock key

Q3) Answer the following:

1. The caps lock key is used to type alphabets in capital letters.
2. The shift key is used to type the special symbols and punctuations marks present on the upper part of the keys.
3. The symbol keys have special characters on them. They are typed with the help of Shift Key. They are located on the upper part of number keys.