

Chapter-4

KEYBOARD AND ITS FUNCTIONS

Section A: Multiple Choice Questions

1. What is the primary function of the Enter key?

- a) To delete text
- b) To move the cursor to the next line
- c) To type numbers
- d) To save a file

2. Which key is used to erase characters on the left side of the cursor?

- a) Delete key
- b) Backspace key
- c) Tab key
- d) Shift key

3. What are the keys labeled F1, F2, F3, etc., called?

- a) Alphabet keys
- b) Function keys
- c) Number keys
- d) Special character keys

4. Which key is used to leave a space between words?

- a) Enter key
- b) Spacebar key

- c) Tab key
- d) Caps Lock key

5. What is the function of the Caps Lock key?

- a) To type numbers
- b) To type letters in capital
- c) To move the cursor
- d) To delete text

Section B: True or False

1. The keyboard is an output device.

- ☐ True / False

2. The Backspace key erases characters on the right side of the cursor.

- ☐ True / False

3. The Tab key is used to move the cursor to the right by several spaces.

- ☐ True / False

4. The arrow keys are also known as navigation keys.

- ☐ True / False

5. The number keys are only present above the alphabet keys.

- ☐ True / False

Section C: Fill in the Blanks

- 1.** A standard keyboard has about _____ keys.

2. The keys having letters A to Z on them are called _____ keys.
3. The _____ key is used to move the cursor to the next line.
4. The _____ key is the longest key on the keyboard.
5. The _____ key is used to erase characters on the right side of the cursor.