

**Name:**  
**Grade:**  
**Date:**  
**Subject:**      **Computer**  
**Topic:**        **Working with Windows**

### SECTION 1: TRUE OR FALSE

**Instructions:** Write the word true if the statement is true or false if the statement is false.

1. A keyboard is made up of letters, symbols, numbers and icons. \_\_\_\_\_ [1]
2. A broken keyboard shows the section that it is divided in \_\_\_\_\_ [1]
3. Proper keyboarding skill is to keep your eyes on the keyboard when typing. \_\_\_\_\_ [1]
4. R, M, U, G are found in the middle of the keyboard. \_\_\_\_\_ [1]
5. X, P, Z, B are found in the bottom row of the keyboard. \_\_\_\_\_ [1]
6. The letters, symbols and numbers are known as characters. \_\_\_\_\_ [1]
7. You don't have to practice keyboarding in order to be an expert at it. \_\_\_\_\_ [1]
8. Typing softwares are very helpful when sharpening your typing skill. \_\_\_\_\_ [1]
9. Typing Test, Mario and Mavis Beacon are all typing software. \_\_\_\_\_ [1]
10. Some examples of symbols are @, \*, \$ and %. \_\_\_\_\_ [1]

### SECTION B: SHORT ANSWERS

11. Write the answer for each question in the boxes provided.

- A. What is the meaning of toggle? [1]
- B. List the home row keys. [4]
- C. Keying means to \_\_\_\_\_. [1]
- D. I, 8 and , are typed with the \_\_\_\_\_ finger. [1]
- E. R, t, v, 4, 5 are typed with the \_\_\_\_\_ finger. [1]
- F. /, #, and ^ are known as the \_\_\_\_\_. [1]
- G. List two lab rules. [2]