

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Computer

**Total marks [20]**

1. *Write the letter of the definitions on the line beside the correct term.*

<p>i. _____ Computer icon</p> <p>ii. _____ Icons</p> <p>iii. _____ Symbols</p> <p>iv. _____ Insertion point</p> <p>v. _____ Keying</p> <p>vi. _____ Character</p> <p>vii. _____ Toggle</p> <p>viii. _____ Qwerty</p> <p>ix. _____ Homer row keys</p> <p>x. _____ ZMBC</p> <p>xi. _____ Keyboarding</p> <p>xii. _____ RBTV</p>	<p>A. The blinking line on the screen that shows where the character will be displayed.</p> <p>B. A letter, number or special sign that appears on the keyboard.</p> <p>C. Using a keyboard to type letters, numbers and symbols.</p> <p>D. A set of printable text characters in a specific style</p> <p>E. Keys on the middle row where your fingers rest.</p> <p>F. A pictogram or icon that is displayed on a computer screen that is used to navigate a computer or mobile device.</p> <p>G. Characters such as @, \$ and &amp; that appear on the top row of the keyboard.</p> <p>H. To type a text.</p> <p>I. Keys that are located in the third (3<sup>rd</sup>) row of the keyboard.</p> <p>J. The first set of keys in the second row of the keyboard.</p> <p>K. Keys that are typed with the F-finger.</p> <p>L. To switch between two actions.</p> <p>M. Keys that is located in the fourth (4<sup>th</sup>) row on the keyboard.</p> <p>N. an icon, graphic, or text in a document that links to another file or object</p>
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2. Write the short cut keys for the following:

- a) Ctrl+O \_\_\_\_\_
- b) Ctrl+Y \_\_\_\_\_
- c) Alt+F4 \_\_\_\_\_
- d) Ctrl+U \_\_\_\_\_

3. What are the short cut keys for the given tasks?

- a) Set double line spacing \_\_\_\_\_
- b) Justify text evenly to both margins \_\_\_\_\_
- c) Indent paragraph from the left \_\_\_\_\_
- d) Go to a specific page, section or line. \_\_\_\_\_