Name: _____

Grade: _____

Date: _____

Subject: Computer

Total marks [20]

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

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

LIVEWORKSHEETS

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. _____

LIVEWORKSHEETS