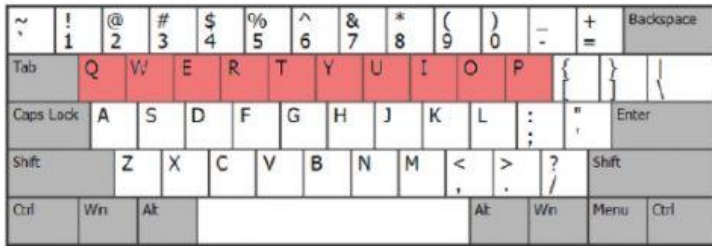


PRACTICE WORKSHEET-1

Q1. What is the name of the keys highlighted in the pic below?



Bottom Row Keys

Home Row Keys

Top Row Keys

Q2. What is the name of the keys highlighted in the pic below?

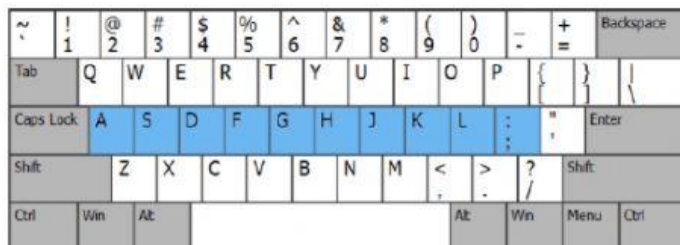


Bottom Row Keys

Home Row Keys

Top Row Keys

Q3. What is the name of the keys highlighted in the pic below?



Bottom Row Keys

Home Row Keys

Top Row Keys

Q4. What is the name of the keys highlighted in the pic below?



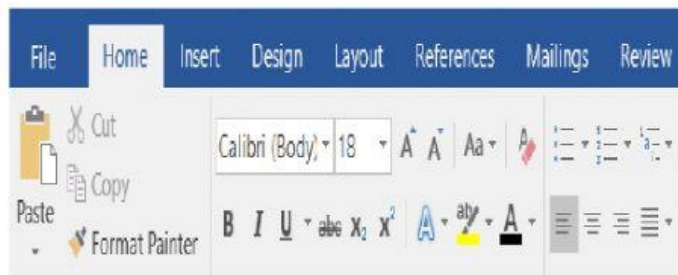
Enter Key

Shift Key

Spacebar Key

PRACTICE WORKSHEET-1

Q5. What feature does the picture below represent?



Adding tables

Styling

Formatting

Q6. What feature does the picture below represent?

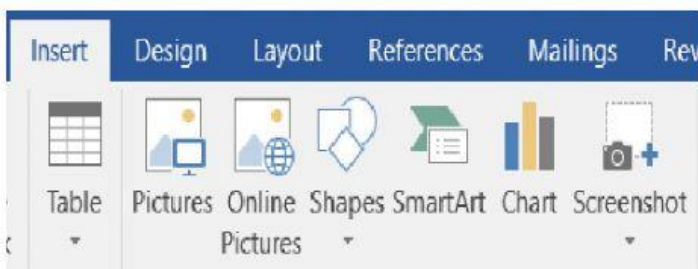


Formatting

Adding pictures

Styling

Q7. What feature does the picture below represent?



Formatting

Adding pictures

Inserting pictures, tables

Q8. What feature does the picture below represent?



Formatting

Animation

Inserting pictures, tables

PRACTICE WORKSHEET-1

Q9. What feature does the picture below represent?



Formatting

Animation

Slide show

Q10. What happens when we press Shift + Alt?



Change Languages

Toggle capital letters to small

Does nothing

Q11. What does the backspace key do?

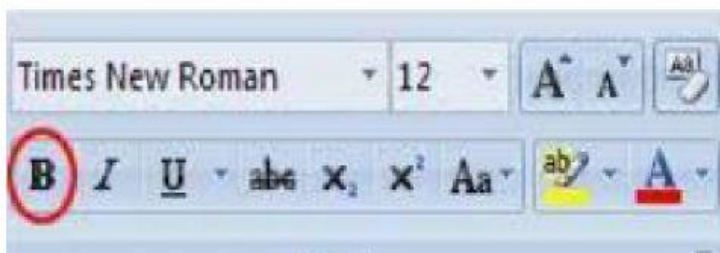


Erase letter to left of cursor

Erase letter to right of cursor

Does nothing

Q12. What does the circled feature do in the Ms-Word?



Makes text bold

Italicize the text

Underlines the text