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INFORMATION TECHNOLOGY FOR CLASS 9

(Study materials based on N.C.E.R.T)

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DATE:-29.08.2020 (SATURDAY)

DATA ENTRY AND KEYBOARDING SKILLS

EXERCISE

1. State whether statement's given true(√) or False(×)

- The alt key is always used with the other Key.
- There are 5 arrow keys on the Keyboard.
- The Backspace key is used to delete the character on the right to the cursor.
- Caps lock key is a toggle key.
- Enter key is also known as Return key.
- The function keys have different meaning in different software.
- There are two Caps Lock keys on the keyboard.
- The mouse has two scroll buttons.
- Page Down key is used to move the cursor on next page.
- Pressing the home Key, moves the cursor to the first character in the document.

2. Short answer type questions

- Discuss the various types of keys available on a computer keyboard.
- Differentiate between Home Keys and Guide Keys.
- Explain the role of typing ergonomics.
- What do you understand by Guide keys? Name the Guide keys of a
 - ❖ Computer Keyboard
 - ❖ Type writer

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29.08.20XX