



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

Std: - I - \_\_\_\_\_

Roll No. \_\_\_\_\_

Worksheet No: - TA1- 02

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

**Q-1 Fill in the blanks with the help of clue box.**

26, five, information, ten, Keyboard, 101 to 105, data

- 1) Keyboard is one of the main part of the computer.
- 2) There are 101 to 105 keys on the keyboard.
- 3) The keys on the keyboard are mainly divided into five parts.
- 4) There are 26 alphabets keys on the keyboard.
- 5) There are ten numbers keys on the keyboard.
- 6) 'Sheena is in class - I', is an example of information.
- 7) 'Roll number 10', is an example of data.

**Q-2 Write 'T' for true or 'F' for false.**

- 1) The information is stored in computer memory. T
- 2) Computer has short memory than humans. F
- 3) There are 12 function keys on the keyboard. T
- 4) Enter key is used to move the cursor to the next line. T
- 5) Spacebar key is the longest key on the keyboard. T
- 6) There are three enter keys on the keyboard. F
- 7) Human being remember his name, address and contact number by storing them in his memory. T

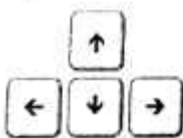




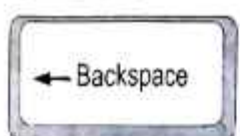
**Q-3 Answer in one word.**

- 1) Pressing the left mouse button once is called single click.
- 2) What is located between the left and right mouse button Scroll wheel.
- 3) Small arrow on the monitor screen is called Mouse pointer.
- 4) Which key is used in combination with other keys? Shift key.

**Q-4 Tick '✓' the correct answer.**

- 1) A data is a collection of \_\_\_\_\_ words, numbers and images.  
☒ a) unorganized                      b) organized                      c) both
- 2) \_\_\_\_\_ is the meaningful and organized form of data.  
a) Memory                      ☒ b) Information                      c) Keyboard
- 3) \_\_\_\_\_ remember their name and address.  
a) Animals                      ☒ b) Humans                      c) Both
- 4) A computer stores information in its \_\_\_\_\_.  
☒ a) memory                      b) data                      c) Information
- 5) The main working of computer is to accept \_\_\_\_\_ from you.  
a) memory                      b) information                      ☒ c) data
- 6) Caps lock key is an \_\_\_\_\_ key.  
a) Off                      b) main                      ☒ c) on/off
- 7) If caps lock key is off \_\_\_\_\_ letters are typed.  
☒ a) a, b, c                      b) A,B,C                      c) Both

**Q-5 Match the following.**

A	B	Ans.
1) 	a) Entry key	1) - <u>b</u>
2) 	b) Spacebar key	2) - <u>e</u>
3) 	c) Delete key	3) - <u>a</u>
4) 	d) Backspace key	4) - <u>b</u>
5) 	e) Caps Lock key	5) - <u>c</u>
6) 	f) Arrow key	6) - <u>d</u>

## In a Nutshell

- A keyboard is used to type on the computer screen.
- There are 26 Alphabet keys used to type words and sentences.
- There are ten Number keys used to type numbers.
- There are four Arrow keys for moving the cursor.
- Function keys are used to perform different functions.
- Mouse is a pointing device which is used to draw and paint.
- A mouse has two buttons and a small wheel on it.
- Single-click, double-click, right-click and dragging are different functions of the mouse.



## Exercises

### A. Tick [✓] the correct answer.

1. A ..... is used to type into a computer.  
a. keyboard ☒ b. printer ☐ c. mouse ☐
2. There are ..... Alphabet keys on the keyboard.  
a. 12 ☐ b. 20 ☐ c. 26 ☒
3. Enter key is also called ..... key.  
a. Exit ☐ b. Return ☒ c. Function ☐
4. Backspace key is used to erase the letters to the ..... of the cursor.  
a. middle ☐ b. right ☐ c. left ☒
5. A mouse is a ..... device.  
a. holding ☐ b. pointing ☒ c. typing ☐



**B. Write 'T' for True and 'F' for False statements.**

1. Alphabet keys are used to type words.
2. Spacebar is the shortest key on the keyboard.
3. There are ten Function keys on the keyboard.
4. We keep index finger on the left mouse button.
5. We cannot drag pictures using a mouse.
6. Pressing the left mouse button once is called single-click.

T  
F  
F  
T  
F  
T

**C. Guess and complete the name of the following key(s).**

1. We can type our name.

A L P H A B E T      K E Y S

2. When I am ON, I type capital letters.

C A P      L O C K

3. I can move the cursor to the next line.

E N T E R      K E Y

4. I can erase the letters and numbers from left.

B A C K S P A C E      K E Y

**D. Application-based Question**

Effective Communication Skill

The computer teacher asked Raghu to identify and name the longest key on the keyboard. He could easily identify it but was unable to tell the name. Help Raghu to name it.



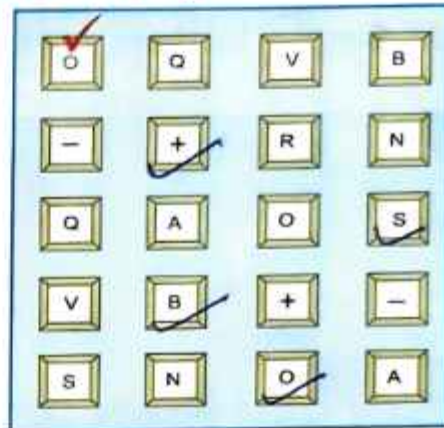
Spacebar key

## Activity Section

### Activity Tick and Fill

Tick [✓] the correct key. One has been done for you.

1. C...O...MPUTER
2. 5 ...+... 5 = 10
3. MOU...S...E
4. KEY...B...OARD
5. MONIT...O...R



### Activity Unscramble

Unscramble the following words by using the clues. Write letters to complete the words.

1. N G T P I N O I      E V D I E C

Clue: A Mouse

P O I N T I N G      D E V I C E

2. I D L D M E      G I E N F R

Clue: It is kept on right mouse button.

M I D D L E      F I N G E R

3. E S O U M      I R P T N O E

Clue: A small arrow on the screen

M O U S E      P O I N T E R

4. A N D G R I G G

Clue: Pressing, holding and moving a mouse

D R A G I N G



# Memory

You remember your name, address, contact number, etc. because this information is stored in your **memory** (brain).

Similarly, computer can also remember the data and information by storing them in its **memory**. Computer has a larger memory than humans and does not forget anything.



Human Memory



Computer Memory

## In a Nutshell

- Computer takes instructions from us in the form of data.
- Data is a collection of unorganized words, numbers and images.
- Information is the meaningful and organized form of data.
- A computer remembers the data and information by storing them in its memory.



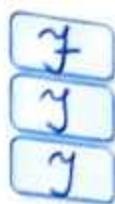
## Exercises

A. Tick [✓] the correct answer.

- ..... is a collection of unorganized words.  
a. Data ☒ b. Memory ☐ c. Information ☐
- ..... has a larger memory than humans.  
a. Computer ☒ b. Table ☐ c. Microwave ☐

**B. Write 'T' for True and 'F' for False statements.**

1. Data is used to store information in a computer.
2. Information is the final work done by the computer.
3. A computer does not forget anything.



**C. Fill in the blanks after unscrambling the letters.**

1. Organized form of data Information

R F A I O M N I T N O

2. Used to remember things Memory

R M M O Y E

## Activity Section

### Lab Activity

**Open the Educational Suite GCompris [G].**

1. Click on 123 [123].
2. Click on Measures [Measures].
3. Choose the game Calendar [Calendar].

#### Skill Formation

This memory game promotes critical thinking, concentration and attention.

### PLAYING METHOD

Read the instruction, select the correct date on calendar and then validate your answer by clicking on the OK button.

