

Computer Practice Work - 3

23/9/21

① Unscramble the following :-

- (a) OMYMER → MEMORY
- (b) YSEMSTS → SYSTEMS
- (c) BKATARS → TASKBAR
- (d) NWDIOW → WINDOW
- (e) NRRPEIT → PRINTER
- (f) NOIC → ICON

② Answer in one word only :-

- (a) The process of inputting and storing sound on the computer is called → Ans:- Recording
- (b) This key is used to give space between words → Space bar
- (c) It has icons and taskbar → Desktop
- (d) It controls the hardware and software of the computer → OS
(operating system)

e) Dot matrix is a type of → Printer

f) These are used in many places to do different kinds of tasks →

~~g) This key is used to computers~~

g) This key is used type numbers when the Num Lock key is on →
Numeric keypad

h) It is a blinking line (I) that appears on the monitor screen →
Cursor

i) It allows you to view the unseen part of the window → Scroll bar

j) It shows the program icon, the name of your file and the name of the program. →
Minimized window

H.W. write and practice

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Computer Std-3

Ch-4 Using the keyboard
Book exercise

Q// Answer these questions:-

① What are the two ways of typing Capital letters on the computer screen?

Ans:- (i) Using the Caps Lock key
(ii) Using the Shift-key

② What are the two ways of typing numbers on the computer screen?

Ans:- (i) Using the number keys
(ii) Using the numeric keypad first press the Num Lock key.

③ What is the function of cursor control keys?

Ans:- The cursor control keys are used to move the cursor up, down, right and left.

④ What is the use of the space bar?

Ans:- The use of the space bar key is to give space between words.

⑤ List the keys on which we must place our fingers when typing.

Ans:- Starting with your left hand, place your little finger on key A, ring finger on S, middle finger on D and index finger on F keys, and your thumb must rest on the space bar, respectively.

H.W.

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