

Answers

1. Choose the correct answer and fill in the blanks

- a) The **keyboard** is used for typing words which can be seen on the monitor.
- **b)** Alphabet keys have alphabet A-Z.
- c) The arrow keys are used to move the cursor.
- d) We use enter key to move to the next line.
- e) Backspace key erases the letter after the cursor.

2. Computer Hardware Word Scramble

1. DC: **DC**

2. MHCOONRIEP: Microphone

3. SEFOOARWT: Software

4. SAPERKES: Speakers

5. MUEOSPDA: Mouse Pad

6. CPMORTEU: Computer

7. DIAGILTCMRAEA: Digital Camera

8. KARDBOYE: Keyboard

9. MOSUE: Mouse

10.MOTRION: Monitor 11.PRRINTE: Printer

3. Match the following

a. Backspace keys

To leave space between characters or numbers

b. Enter key Move the cursor up, down, left and right on the screen

c. Arrow keys Move the cursor to the next line

d. Space bar Moves the cursor backward thus deleting a character to the left of the cursor



4: Tick the correct box below

	Hardware	Software
Keyboard	\boxtimes	
Monitor		
Word processor		
Operating System		
Central processing unit	\boxtimes	

5. Write down the steps to create a new folder on the desktop.

- 1. Right click on desktop
- 2. Select New
- 3. Select Folder
- 4. Rename the folder if you want.