

c) All error words

d) None of these

9. Which of the following is called a point device?

a) Keyboard

b) Mouse

c) Printer

d) Plotter

10. Which of the following is not a key for punctuation marks?

a) Comma (,)

b) Period (.)

c) Semicolon (;)

d) Equal Sign (=)

B. Fill in the Blanks.

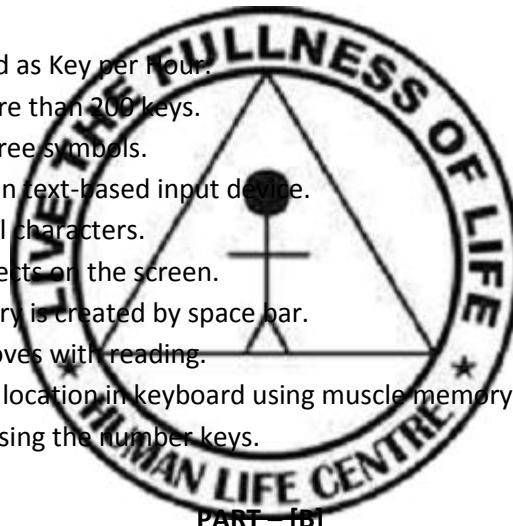
[10*1=10 marks]

1. The typing speed is measured in _____.
2. _____ Key is always used with another key.
3. Caps lock key is a _____ key.
4. The keys _____ and _____ are known as guide keys.
5. Numeric keypad contains _____.
6. Selecting text and moving object can be done with _____ mouse button.
7. CPM stands for _____.
8. Enter key is also known as _____ key.
9. To create a new line, you need to press the _____.
10. The mouse pointer is a titled _____ on the monitor.

C. TRUE OR FALSE

[10*1=10 marks]

1. Data entry speed is calculated as Key per Hour.
2. A keyboard generally has more than 200 keys.
3. In a particular key you can three symbols.
4. Keyboard is the most common text-based input device.
5. Control keys generate control characters.
6. A mouse is used to move objects on the screen.
7. Always a new line in data entry is created by space bar.
8. Typing speed generally improves with reading.
9. A touch typist knows the key location in keyboard using muscle memory.
10. You can type your name by using the number keys.



PART - [B]

D. Answer any four questions.

[4*5=20 marks]

1. Why a numeric keypad is used?
2. What the use is of caps lock key and shift key in computer?
3. Write any four proper typing postures.
4. What is touch method of typing?
5. Show the difference between delete key and back space key.
6. Write the name of four special keys on the keyboard.

E. Answer any one question.

[10*1=10 marks]

1. Explain the role of typing ergonomics.
2. What is a mouse? Explain the basic operations of a mouse.