

**Q.I. Tick the correct answer-**

1. **Small blinking line on the screen is called .....**  
(a) Point (b) Dot (c) Cursor
2. **When you click the mouse once, it is called .....**  
(a) Drag & Drop (b) single click (c) double click
3. **Results are displayed by .....part of the computer.**  
(a) Monitor (b) Keyboard (c) Mouse (d) Speakers
4. **..... of the computer produces sound.**  
(a) CPU (b) Speaker (c) Keyboard (d) Mouse
5. **.....is the one of the characteristics of computer.**  
(a) Freedom (b) Accuracy (c) Independence
6. **A computer never .....**  
(a) gets bored (b) makes mistakes (c) both of these.
7. **Tablets are bigger than .....**  
(a) laptop (b) desktop (c) smartphones (d) None of these
8. **The ability of a computer to give correct results is called .....**  
(a) Accuracy (b) Speed (c) Multitasking (d) None of these
9. **.....number of alphabet keys are on any keyboard.**  
(a) 24 (b) 25 (c) 26
10. **.....is used to print large copies of drawing.**  
(a) Plotter (b) Printer (c) CPU (d) None of these
11. **.....is called brain of a computer.**  
(a) Mouse (b) CPU (c) Printer (d) Printer
12. **To login to any computer system, we should enter username and .....**  
(a) Password (b) Phone number (c) Account Number
13. **.....part looks like a typewriter.**  
(a) Keyboard (b) Mouse (c) CPU (d) None of these
14. **.....is not related with computer.**  
(a) Pencil (b) Keyboard (c) Mouse (d) RAM
15. **IPO stands for-**  
(a) Input Process Output (b) In Process Out (c) IN Processor Output
16. **PC stands for .....**  
(a) Public computer (b) Personal computer (c) Private computer
17. **Computers can't work with human commands.**  
(a) True (b) False
18. **We should have proper .....while sitting in front of computer.**  
(a) Posture (b) Gesture (c) Alignment
19. **Personal computer is designed for single user system.**  
(a) True (b) False (c) Can't say
20. **We should .....all the open programs before shutting down our PC.**  
(a) Minimize (b) Maximize (c) Close

21. Mouse is an .....device.

- (a) Input (b) Output (c) Processing

**Q.II. Fill in the blanks-**

CPU, Start, netbook, Home, feelings, GPS, store, Keyboard, Computer, bank, tab, microphone, WordPad, Input, desktop, home, shops, data, hospitals, two, deleted files,

1. The desktop of a mobile phone is called ..... screen.
2. The ..... in the computer helps us find the places on the earth.
3. We can record our voice using .....
4. Microphone is an .....device.
5. The .....button is clicked to open any window.
6. A ..... is used for typing words and letters on the computer.
7. A computer does not have .....
8. ....helps a computer think and work.
9. A keyboard has ..... sets of number keys.
10. We can .....a large amount of information into a computer.
11. ....is an electronic smart machine, which helps us to do different works.
12. A small laptop is called a .....
13. A mouse has a .....which moves the pointer as you move the mouse.
14. Computers are used in ..... to store the information of patients.
15. A keyboard has ..... sets of number keys.
16. ....computers cannot be carried from one place to another easily.
17. A tablet is generally called .....
18. Computer kept on the desk is called .....
19. We can play games and do our homework on computer at .....
20. Computers are used for keeping the records of our money at a .....
21. Computers help in printing bills at .....
22. A computer stores a large amount of .....
23. ....is the application program.

**Q.III. State 'True' or 'False' –**

1. Always close all the windows before shutting down the computer. \_\_\_\_\_
2. A common keyboard has 104 keys. \_\_\_\_\_
3. Task bar is placed on the top of the desktop. \_\_\_\_\_
4. People use computers in office to watch movies. \_\_\_\_\_
5. CRT monitors are the latest monitors. \_\_\_\_\_
6. An optical mouse is the most common mouse. \_\_\_\_\_
7. A computer cannot save our drawings. \_\_\_\_\_
8. In case of no electricity, the computer can work on UPS for some time. \_\_\_\_\_
9. Shift key is a toggle key. \_\_\_\_\_
10. The four buttons on the title bar are called control buttons. \_\_\_\_\_

11. A notebook computer has more battery life than a laptop. \_\_\_\_\_
12. Arrow keys are also called cursor control keys. \_\_\_\_\_
13. A computer takes a lot of time to do calculations. \_\_\_\_\_
14. The Close button is used to minimize the window. \_\_\_\_\_
15. Doctors use computers to keep the records of patients. \_\_\_\_\_
16. There are three enter keys on the keyboard. \_\_\_\_\_
17. A CD can store more information than a DVD. \_\_\_\_\_
18. A common keyboard has 144 keys. \_\_\_\_\_
19. ATM stands for Automated Teller Machine. \_\_\_\_\_
20. An optical mouse is the most common mouse. \_\_\_\_\_
21. A computer can do two or more works together at the same time. \_\_\_\_\_
- 22.. Computers help in making animated movies. \_\_\_\_\_

**Q. IV. Circle the odd one out-**

1. CapsLock                  Esc key                          Arrow keys                  Scroll wheel
2. Enter                          Backspace                          Spacebar                  Alphabet keys
3. Mechanical mouse          Optical mouse                  Gaming mouse                  Number keys

**Q. V. Fill the missing letters of the parts of a computer-**

1. To erase the letters towards the left of the cursor, press- B.....C.....S.....A.....E
2. To type the capital letters press - C.....P.....L.....C..... key
3. The longest key on the keyboard is - S.....A.....E.....A..... key
4. To go to the next line press - .....N.....E..... key

**Q. VI. Match the words with their work –**

- |                 |   |
|-----------------|---|
| 1. Arrow keys   | (i) Uninterrupted Power Supply                          |
| 2. Spacebar key | (ii) To shut down our PC                                |
| 3. Power option | (iii) Small pictures on the desktop                     |
| 4. Icons        | (iv) Used to move up, down, left and right in a window. |
| 5. UPS          | (v) To give space between two words                     |

Q. 7. Name the different types of mouse.

Ans - \_\_\_\_\_

Q. 8. What is the blinking line on the WordPad screen?

Ans - \_\_\_\_\_

Q.9. Name the four major parts of a computer.

Ans - \_\_\_\_\_

Q.10. How many different types of computer are there? Write their names?

Ans - \_\_\_\_\_

Q. 11. Name the method to move the item on the screen using a mouse.

Ans - \_\_\_\_\_

Q.12. Write the name of the keys used for typing @ ! ? \$ & on the screen.

Ans - \_\_\_\_\_

Q.13. Name the keys which are in a pair on the keyboard?

Ans - \_\_\_\_\_

**Q.14. Matching –**

- |                  |   |
|------------------|---|
| 1. Arrow keys    | (i) Pressing the left mouse button two times for selecting and opening an item. |
| 2. CPU           | (ii) Used to come out of a window.  |
| 3. Double Click  | (iii) To shut down our PC   |
| 4. Esc key       | (iv) Central Processing Unit  |
| 5. Power options | (v) Used to move up, down, left and right in a window.                          |