

COMPUTER

CLASS- 2 LESSON- 4 Book Q Page- 36

Answer these questions.

1.Name two special keys.

Ans- Caps lock key and shift key.

2.Which key can you use to move the cursor to the beginning of a line?

Ans- Home key is use to move the cursor to the beginning of a line.

3.What can you do using a CTRL key?

Ans- A CTRL key is used to select more than one icon on the screen.

4.Name two keys that can be used together with other keys?

Ans- Control key and shift key.

LESSON- 2 EXTRA Q AND ANS

1.Can you type capital letters without turning ON the caps lock key?

Ans- Yes, we can type with the help of shift key.

2.What is caps lock key?

Ans- Caps lock key is a special key use to type captal letters.

3.What is shift key?

Ans- Shift key is a special key use together with some keys to type capital letters, symbol and punctuation marks.

4.How to type capital letters using the shift key?

Ans- By pressing and holding the shift key together with an alphabet key. SHIFT KEY + ALPHABET KEY = CAPITAL LETTER.

5.How to type a symbol using shift key?

Ans- By pressing and holding the shift key together with a number key. SHIFT KEY + NUMBER KEY = SYMBOL.

6.How to type a punctuation mark using shift key?

Ans- By pressing and holding the shift key together with the punctuation key. SHIFT KEY + PUNCTUATION = PUNCTUATION MARK.

7.What is the different between page up key and page down key?

Ans- Page up key is use to move the cursor up and page down key is use to move the cursor down.

8.What is the function of Home key and End key?

Ans- Home key is use to move the cursor to the beginning of a line and End key is use to move the cursor to the end of a line.

9.What is control key?

Ans- Control key is use to select several icons on the monitor.