

Worksheet (Homework) (ANSWER KEY)
Chapter 1 and 2

A. Write the full forms of the following.

1. DVD - Digital Versatile Disk
2. CD - Compact Disk
3. IPO - Input Process Output
4. CPU - Central Processing Unit
5. CU - Control Unit
6. ALU - Arithmetic and Logic Unit
7. VDU - Visual Display Unit
8. CRT - Cathode Ray Tube
9. TFT - Thin Film Transistor
10. E-mail - Electronic Mail

B. Answer the following questions in one word.

1. Name the device that helps us to do a lot of work by clicking and scrolling.
Ans: **Mouse**
2. Name the device which copies text and picture from a paper onto a computer.
Ans: **Scanners**
3. Name the device which is used to input sound into a computer.
Ans: **Microphone**
4. Name the unit of the computer which is responsible for processing data given by the user.
Ans: **Processor**
5. Which part of the CPU works as a manager and checks all computer operations?
Ans: **Control Unit**
6. Which part of the CPU stores data and instructions that need to be processed and informations after processing?
Ans: **Memory Unit**
7. The action that you perform using a keyboard or mouse are displayed in which device?
Ans: **Monitor**
8. Name the key used to move the cursor to the next line.
Ans: **Enter Key**
9. Name the type of key used for typing comma(,), fullstop(.), Hyphen(-), double quotes("), single quote(') etc.
Ans: **Punctuation Keys**
10. The keys marked with letters F1 to F12 at the top of the keyboard are called:
Ans: **Function Keys**
11. Christopher Latham Sholes, who invented QWERTY keyboard belongs to which country?
Ans: **America**
12. Which key is used to turn on the numeric keypad on a keyboard?
Ans: **Num Lock key**
13. Name the set of keys having arrow signs on the keyboard.
Ans: **Cursor Control Keys**

Answer key
WORKSHEET III
More About Keyboards
Chapter 2

- A 1. Backspace
2. Enter
3. Tab
4. Spacebar key
5. End key

- B 1. False
2. True
3. False
4. False
5. True (Only when the caps lock is on)
6. True

- C 1. Delete
2. Caps Lock
3. Num lock
4. Home
5. Spacebar