

**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