POLICE DAV PUBLIC SCHOOL, LUDHIANA
Assignment-1
Class-IX
MCQ

1. **Fingers in keying position are best described as:**

   - ⦿ straight
   - ○ semi-rigid
   - ○ upright
   - ○ curved

2. **Posture is important to successful keying; the body should be well back in the chair with**

   - ○ one arm higher than the other
   - ○ the back fairly straight
   - ○ feet elevated
   - ○ feet hanging loosely

3. **When operating a keyboard, wrists should be**

   - ○ curved over keyboard
   - ○ low but not touching the frame of the keyboard
   - ○ arched
   - ○ touching the frame of the keyboard

   4. **The best control of eyes while keying involves**

   - ○ watching the screen most of the time
   - ○ watching the keys most of the time
   - ○ reading the copy, then watching the keys
   - ○ looking at the copy most of the time

5. **The form and keying style that a typist uses while operating the keyboard is called (the way someone does something)**

   ○ touch keyboarding

   ○ technique

   ○ movement

   ○ posture

6. **The correct key stroking technique is to use**

   ○ slow, deliberate strokes

   ○ slow moving strokes

   ○ quick, snappy strokes

   ○ any stroke

7. **Correct keyboarding posture requires that the body be**

   ○ leaning over the keyboard

   ○ slightly to the right of the keyboard

   ○ slightly to the left of the keyboard

   ○ reasonable erect in front of the keyboard

8. **The enter key is controlled by the**

   ○ right pinky finger

   ○ left thumb

   ○ right index

   ○ left pinky finger

9. **When a person is keying from a copy, the hands and arms should**

   ○ move from side to side as each key is struck

   ○ be raised and lowered as each key is struck

   ○ move forward and back as each key is struck

   ○ remain relatively stationary as each key is struck

10.   In proper work area arrangement, the copy should be

○   to the right of the monitor and keyboard

○   in any position where it can be read

○   to the left of the monitor and keyboard

○   directly in front of the keyboard

Fill in the blanks:

1. To save a file/ document _____ key is used.

2. _____ key is use to open a document.

3. _____key is used to erase the character from right side.

4. Spacebar key is used to give the _____ between two words.

5. A standard keyboard has _____ Function Keys.

6. _____ key is use to copy the content.

7. Ctrl+v key is used to _____ the text.

8. _____ key combination is used to exit the word.

9. To select all _____ key is used.

10. Alphabets (A-Z) and numbers (0-9) are known as _____

    keys.

Q-1 Computer mouse is used for

    1.   drawing   2.creating lines   3.selecting options 4. all of these

Q-2 Computer device which is similar to mouse is

    1. joystick   2.keyboard   3.trackball   4.barcode reader

Q-3 Computer mouse is an essential part of

    1. software   2.hardware   3.CPU   4. Motherboard

Q-4 Hand-held device which is used to pick options that are displayed on a computer screen is known as

    1. keyboard   2. Mouse   3.Joystick   4. Stylus

Q-5 Computer mouse is also known as

1. Clicking Device 2. Moving Device 3. Picking Device 4. Pointing Device

Q-6 How many generations of computers have?

    a) 6   b) 7   c) 5   d) 4

Q-7 _____controls the way in which the computer system functions and provides a means by which users can interact with the computer.

a) operating system b) motherboard c) the platform d) application software