

BCM School Basant Avenue, Dugri Road, Ludhiana

Assignment 1

XI – Typography & Computer Applications

Chapter – Keyboard Operations

1. What type of keys are 'ctrl' and 'shift'?
 - a. Adjustment
 - b. Function
 - c. Modifier
 - d. Alphanumeric
2. Why is the Caps Lock key referred to as a toggle key?
 - a. Because its function goes back and forth every time it is pressed
 - b. Because it cannot be used for entering numbers
 - c. Because it cannot be used to delete
 - d. Because it cannot be used to insert
3. Which key is used to delete programs or files permanently?
 - a. F5
 - b. Ctrl + Del
 - c. Alt + D
 - d. Shift + Del
4. The _____ key and the _____ key can be used in combination with other keys to perform shortcuts and special tasks.
 - a. Control, Alt
 - b. Function, toggle
 - c. Delete, Insert
 - d. Caps Lock, Num Lock
5. There are different types of keys which cannot work independently. Which one of the following keys cannot work independently?
 - a. Delete key
 - b. Space bar key
 - c. Alt key
 - d. Enter key
6. The _____ button takes a screenshot and copies it to clipboard or saves it to a file.
 - a. caps lock
 - b. print screen
 - c. scroll lock
 - d. pause/break
7. What is touch typing?
8. What are function keys?
9. Why Caps Lock key is called toggle key?
10. What is number pad?
11. What are home keys?
12. Mention the points that should be observed to maintain a correct posture while typing?