

COMPUTER

Class Two

SOLUTIONS

Chapter 4

Keyboard – Special keys

- A Fill in the blanks
1. cursor
 2. longest
 3. right arrow
 4. backspace
 5. Enter
 6. combination
- C Guess ! Which key am I ?
1. Caps Lock
 2. Delete
 3. Enter
 4. Spacebar
- D Tick the right answer
1. a)26
 2. b)4
 3. b)2
 4. b)Ctrl & Home
 5. a)?

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SOLUTIONS
Chapter 7
More on MS Paint

A. Fill in the blanks

1. Pencil
2. Select
3. Brush
4. Eraser
5. Image

B. Write True or False

1. True
2. False
3. False
4. True

C. Tick the right answer

1. b)Covers Desktop
2. a)Title
3. a)Airbrush
4. b)Tools
5. a)Tools

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ASSIGNMENTS
Chapter 8
File management-An Introduction

Do in your Computer book

Page 73 Ex A,B,C

Write in your Computer copy

Q1. Why do we need to store data in a computer ?

Ans. We save our drawings and other work so that we can see them again.

Q2. What is a file ?

Ans. A picture ,some text, some video or some music when stored in the computer is called a file.

Q3. Write the names of any two storage devices.

Ans. <Write any two of the following>

Hard Disk

CD

DVD

Pen Drive

Memory Card

Q4. How do you save a file in Word application ?

Ans. Step 1 : Click on the File tab.

Step 2 : Select the Save option.

Step 3 : Type the name of the file.

Step 4 : Click on the Save button.

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