

Sanjeevani Public School
Subject- Information Technology
Class-9th
Assignment-5 (Chapter -2)

Q1	What do you mean by Alphanumeric keys?
A	All of the alphabet (A-Z, a-z) and numbers (0-9) keys on the keyboard are called Alphanumeric keys.
Q2	What is the use of Arrow keys?
Ans	There are four arrow keys to move the cursor (or insertion point) up (↑), down (↓), right (→), or left (←). Arrow keys can be used in conjunction with the Shift or Alt keys to move the cursor in more than one position at a time.
Q3	Write the use of backspace key?
Ans	Backspace key deletes the character just to the left of the cursor (or insertion point) and moves the cursor to that position.
Q4	Write the use of Ctrl key and Delete key?
Ans	Ctrl key: The control key is used in conjunction /combine with other keys to produce control characters. The meaning of each control character (other key with Ctrl) depends on which program is running. Delete key: The Del key deletes the character at the current cursor position, or the selected object, but does not move the cursor. For graphics-based applications (GUI), the delete key deletes the character to the right of the insertion point.
Q5	Define: Enter key, Numeric Key Pad.
Ans	Enter key or Return key: It is used to enter commands or to move the cursor to the beginning of the next line. Numeric keypad: Numeric keypad is used when large amount of numeric data is to be entered. This keypad is just like a simple calculator.

Let's Practice 1

Type the following in double line spacing to get perfection over the Home Row.

asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh
asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh
asdfg;lkjh