Sanjeevani Public School
Subject- Information Technology
Class-9th
Assignment-7 (Chapter -2)

Q1	**What is the use of Mouse pointer?**
Ans	The *mouse pointer* allows to point on the screen. It will appears on the screen in different shapes.
Q2	**All mouse uses same mechanical operation to do same task . Is it true?**
Anse	All mouse do not use same mechanical operation to do same task. Because : ❖ Some of them use a tracking ball at the bottom. ❖ Some of them use a type of light beam to detect the motion of mouse. ❖ Laptops are equipped with a small flat surface. ❖ The most conventional mouse has two or three buttons on its top.
Q3	**What is the difference between single click and double click of mouse?**
Ans	✓ Click or left click: It is used to select an item. Press down once on the left button with your index finger. ✓ Double click: It is used to start a program or open a file or trigger an action.
Q4	**What is the use of right click of mouse?**
Ans	Right click: It is used to display a set of commands and available options. Move the mouse pointer to the desired position, position your middle finger on the right mouse button, keeping the mouse still, click lightly with the middle finger on the right button.
Q5	**What do you mean by drag and drop?**
Ans	Drag and drop: It allows to select and move an item from one location to another. Position the mouse on an object, hold down the left side of the mouse, and drag the object.
Q6	**What do you mean by scroll?**
Ans	Scroll: Many applications provide scrollbars on right side of screen if the page length is more than the monitor/screen length. Instead of using page down key or arrow keys, one can use scroll key of a mouse to scroll up or down. If the scroll key is not available, one can click on the scroll bar on the application screen with the let button of the mouse. Use the scroll wheel on the mouse to move the page on the screen up or down.
Q7	**What are Successful keyboarding tips?**
Ans	1. Press the keys with feather touch and do not put undue pressure. 2. Rest your fingers on Home row while typing. 3. Allow your fingers to fall naturally on the keys so that each rests on top of the next key along the same horizontal row. 4. While typing, release the key immediately as soon as you press it. Holding the key for long time, will repeatedly type the same character. 5. Do not look at the keyboard while practicing. 6. Press the keys with equal intervals of time in rhythm. 7. Press the keys only with the fingers allotted for them. 8. While pressing a key, say slowly pronounce the character on the key. 9. Do not take any mental stress while typing. 10. Maintain patience if committed mistake at initial stage. 11. Maintain a balance between speed and accuracy, as both are equally important. Do not sacrifice accuracy for speed. 12. To gain mastery of computer keyboard, undertake repeated practice of typewriting words, sentences, passages and figures without looking at the keyboard.