

WORKSHEET

3

A. Choose the correct answer.

- The mouse has commonly
(a) 2 buttons (b) 10 buttons
(c) 5 buttons (d) No buttons
- Pressing and releasing the left mouse button is called
(a) Clicking (b) Pointing
(c) Selecting (d) Dragging
- Always press the keys of the keyboard
(a) Gently (b) Bang
(c) Not softly (d) None of these
- Always protect the computer from
(a) Dust (b) Eatables
(c) Drinks (d) All of these
- The mouse is attached to the
(a) Monitor (b) Keyboard
(c) CPU (d) Printer

B. Fill in the blanks using the help box.

Mouse Pad	Dragging	Sit	Soft	Rest
-----------	----------	-----	------	------

- Clean the computer with _____ cloth.
- Always keep the mouse on the _____.
- Moving the mouse by keeping the left mouse button pressed is called _____.
- Always _____ straight.
- Give _____ to your eyes.

C. Label the parts of the given Mouse.



D. Give one word answer.

Scroll	Monitor	Selection	Double Clicking	POINTER
--------	---------	-----------	-----------------	---------

1. Maintain proper distance from
2. The wheel used for moving up and down
3. An arrow which moves on the screen
4. Pressing and releasing the left mouse button twice quickly
5. It is done by moving the pointer to the object you want to choose.

E. Write any two tips to take care of computers.

1. _____

2. _____

