

Keyboard & Mouse Worksheet Class 3

Name: _____

Date: _____

Marks: ____ / 25

A. Fill in the blanks (5)

1. A _____ is used to type letters and numbers.
2. The _____ key is used to create a space between words.
3. The _____ key moves the cursor to the next line.
4. A mouse is used to _____ objects on the screen.
5. The _____ button is commonly used to select an item.

B. Write the correct key (5)

1. To erase a character on the left → _____
2. To type capital letters → _____
3. To move the cursor to the next line → _____
4. To give a space between words → _____
5. To type numbers → _____

C. Choose the correct answer (5)

1. Which key is the longest key on a keyboard?
a) Enter b) Spacebar c) Shift
2. Which key is used to delete letters to the left of the cursor?
a) Backspace b) Enter c) Caps Lock
3. Which mouse action selects an item?
a) Double-click b) Right-click c) Scroll
4. Which key is used to type capital letters continuously?
a) Caps Lock b) Spacebar c) Tab
5. Which mouse wheel is used to move a page up and down?
a) Scroll wheel b) Left button c) Right button

D. Match the following (5)

A

B

- | | |
|---------------|--------------------------|
| 1. Spacebar | a. Erases text |
| 2. Enter | b. Selects an item |
| 3. Backspace | c. Gives space |
| 4. Left click | d. Moves to next line |
| 5. Caps Lock | e. Types capital letters |

Answers: 1. ____ 2. ____ 3. ____ 4. ____ 5. ____

E. True or False (3)

1. A keyboard is an input device. _____
2. A mouse is used only for typing. _____
3. Double-clicking can open a file or folder. _____

F. Identify the action (2)

1. You press the mouse button two times quickly. → _____
2. You move the mouse wheel to see more of a page. → _____

G. Think & Answer

1. Name any two keys on a keyboard: _____
2. Name any two mouse actions: _____