

## **SIXTH ONLINE STUDY MATERIAL**

### **SUBJECT- COMPUTER**

**SESSION-2020-21**

**CLASS- I**

## **CHAPTER No- 6**

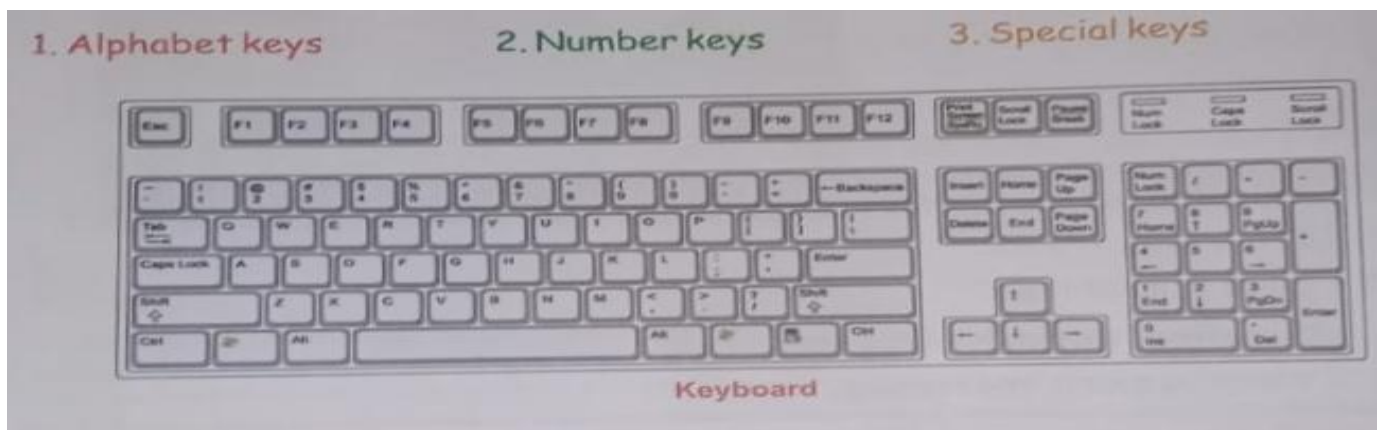
### **TOPIC: COMPUTER KEYBOARD**

## **DAY-1**

### **❖ TEACHING MATERIAL**

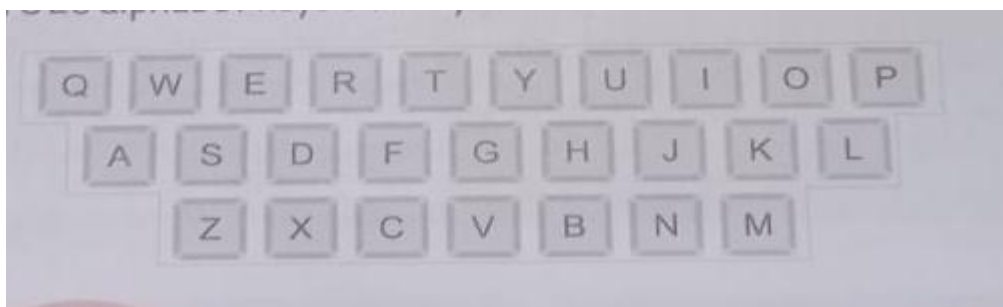
We use a pencil or pen to write in our notebook. Likewise, we need a keyboard to type numbers, characters, words or sentences on a computer.

There are three types of keys on a keyboard.



### **Alphabet keys**

- The alphabet keys are used to type letters, words and sentences.
- There are 26 alphabet keys on a keyboard.



## ❖ NOTES

### A. Define the following.

1. **Keyboard** - Keyboard is an input device and it is used to type numbers, characters, words and sentences on a computer.
2. **Alphabet keys** - The keys which contain alphabets on them are known as the alphabet keys.

### B. Draw alphabet keys on white side of your notebook.



## ❖ VIDEO-LINKS

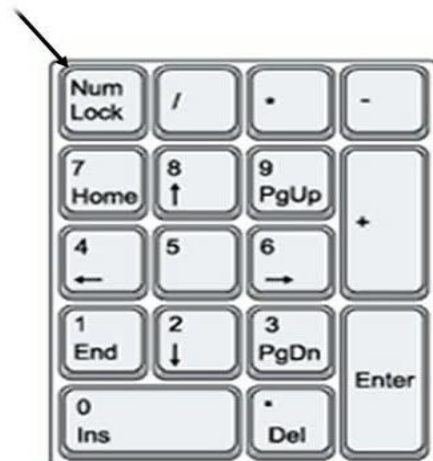
LINK-1 - [What is keyboard??](#)

## DAY-2

## ❖ TEACHING MATERIAL

### Number keys

- The number keys are used to type numbers.
- They are marked from 0 to 9
- There are ten number keys on the keyboard.

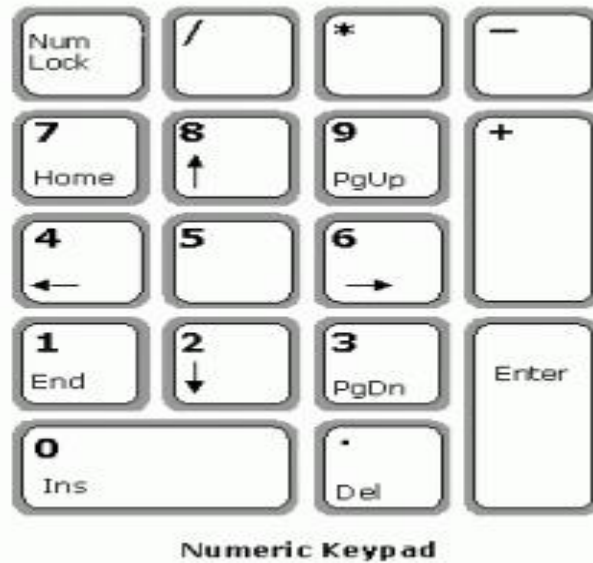


## ❖ NOTES

C. Define the following.

1. **Number keys** - The keys which contain numbers on them are known as the number keys.

D. Draw number keys on the white side of your computer notebook.



## DAY-3

### ❖ TEACHING MATERIAL

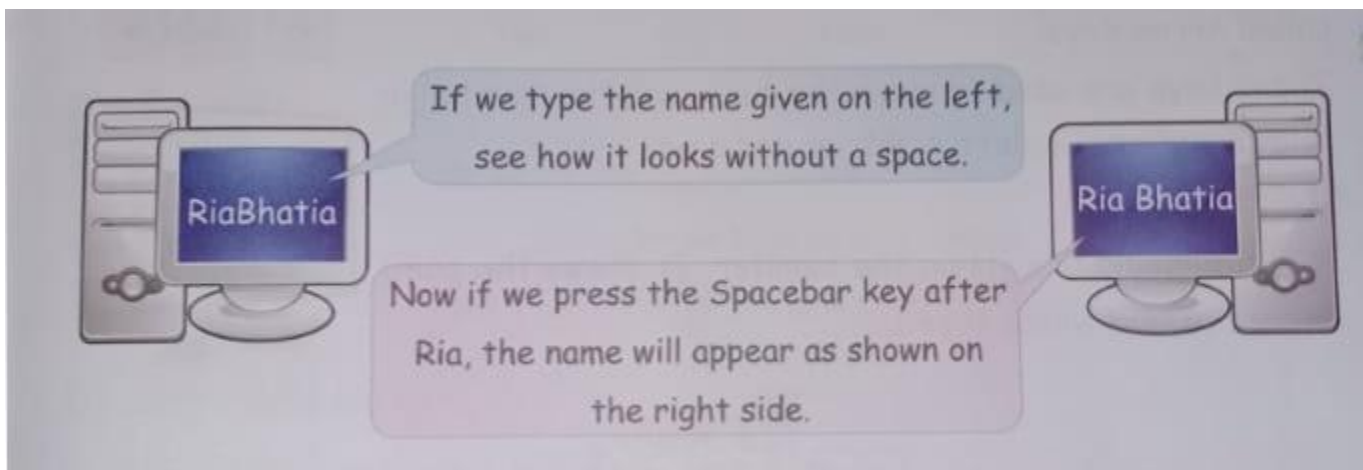
## Special keys

### Spacebar key -

The spacebar key is used to add blank spaces between letters, words and numbers.



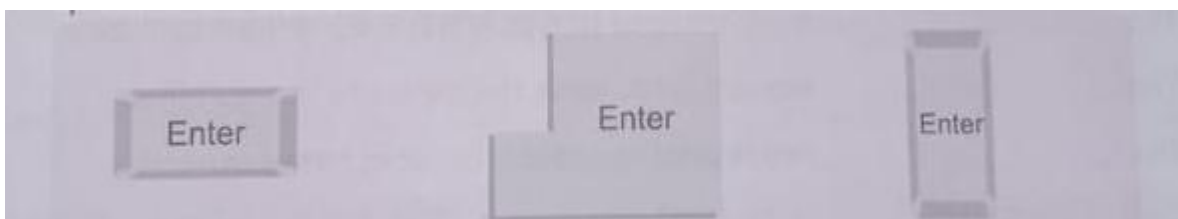
shutterstock.com • 1117136069



## Enter key -

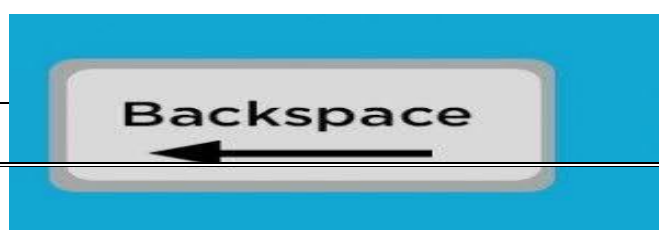
The enter key is used to move the cursor to the next line.

The keyboard has two enter keys.



## Backspace key -

The backspace key works like an eraser. By pressing this key you can erase the text which is on the left side of the cursor, one by one.



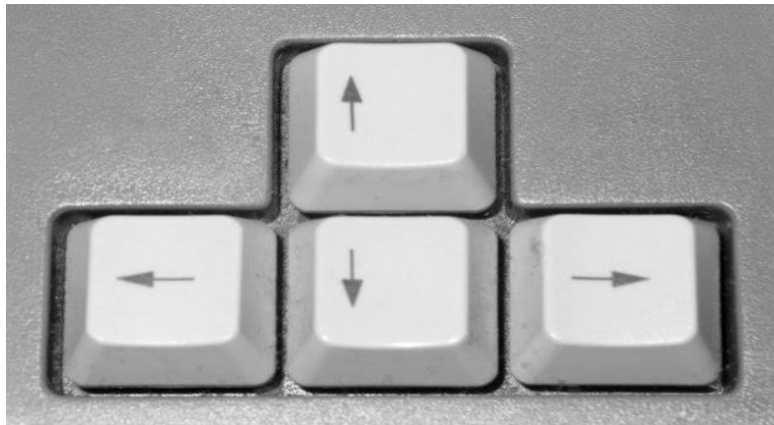
## Caps lock key -

The caps lock key is used to type letters and words in capital.



## Arrow keys -

Arrow keys are used to move the cursor on the monitor into four directions - left , right , up and down.



## Cursor -

It is the blinking line on the monitor. It shows the point where the text will be typed.

### ❖ NOTES

E. Define the following.

1. **Special keys** - The keys that perform the special functions are known as special keys.

**DO PAGE NO 48 and 49 Qno. A and B in book.**

**CHECK YOUR ANSWERS.**

**A. Fill in the blanks.**

1. Three
2. Alphabet
3. Enter
4. Spacebar

**B. Match the following. (Colour by yourself)**

Number keys - 10

Alphabet keys - 26

Enter keys

Backspace

## **DAY-4**

### ❖ Notes

DO PAGE NO 49 Qno. C and D in book.

CHECK YOUR ANSWERS.

**C. Tick the right answer.**

1. C. Backspace
2. B. Two
3. C. 26
4. C. 4

**D. Guess who am I?**

1. Keyboard
2. Caps lock key
3. Spacebar
4. Backspace
5. Enter key

### ❖ VIDEO LINK

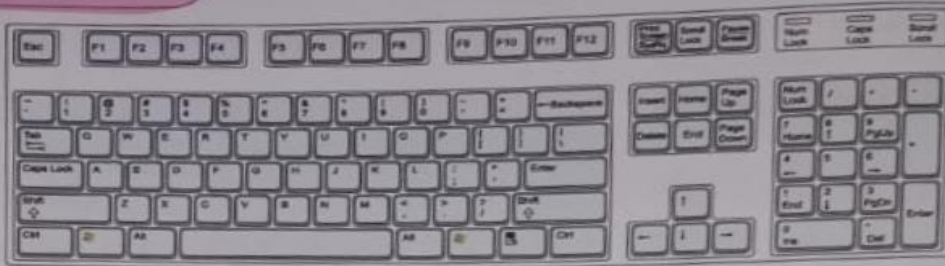
LINK 1 - [special keys](#)

## **DAY-5**

### **ACTIVITY**

Do page no 50 in book.

# MY ACTIVITY



A. Colour the keys as mentioned below:

1. Alphabet keys - Orange colour
2. Number keys - Green colour
3. Special keys - Blue colour

B. Encircle the alphabet keys that spell your name and the number key that tells your age.

### Observation

1. How many alphabet keys are there on a keyboard ?

2. How many number keys are there on a keyboard ?

C. Use coloured pencils and mark the types of keys that you find in the grid. One is marked for you as an example:

N	A	L	P	H	A	B	E	T
U	Q	I	K	G	S	T	J	L
M	N	D	X	O	P	R	Z	N
B	S	P	A	C	E	B	A	R
E	N	T	E	R	C	Y	L	P
R	U	E	F	H	I	L	Z	V
E	V	W	X	K	A	B	W	B
M	C	A	P	S	L	O	C	K

ENTER

ALPHABET

NUMBER

~~SPECIAL~~

CAPS LOCK

SPACEBAR

My Name \_\_\_\_\_

Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_