INTERNATIONAL INDIAN SCHOOL, DAMMAM

CLASS II   **COMPUTER SCIENCE**   **WORKSHEET-4**

NAME: _____   ROLL NO: _____   SEC ___   DATE:_____

KEYBOARD

A keyboard has many buttons, which are called keys. These keys are used to enter words or numbers into a computer.

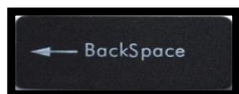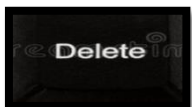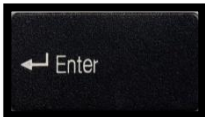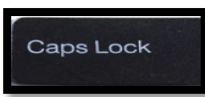|	
ALPHABET KEYS	There are 26 alphabet keys that are used to type words and sentences into the computer.
NUMBER KEYS	There are 10 number keys that are used to enter numbers into the computer.
ARROW KEYS	Arrow keys are used to move the cursor in different directions. Cursor is a small blinking line on the monitor.
SPACEBAR	This is the longest key on the keyboard. It will give a blank space to the right of the character.
BACKSPACE KEY	It is used to erase the character to the left side of the cursor.
DELETE KEY	This key is also used to erase the character, but to the right side of the cursor.

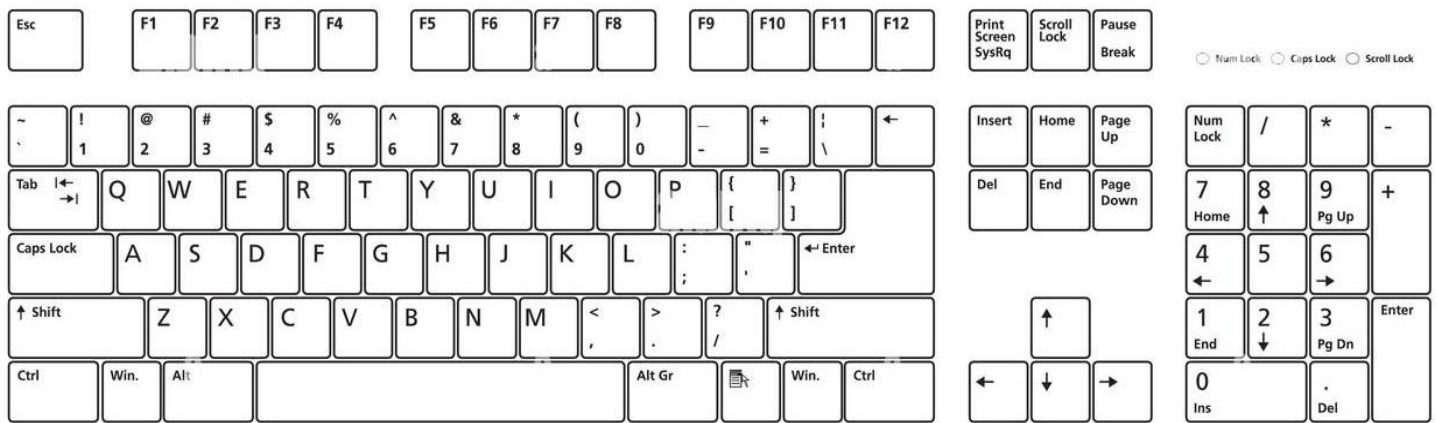|	
ENTER KEY 	There are two Enter keys on the keyboard which are used to move the cursor to the next line.
CAPS LOCK KEY 	This key is used to write the alphabet in capital.

I Match the following:

1. Alphabet keys   2   ☐

2. Number keys   26   ☐

3. Enter keys   Capital letters   ☐

4. Caps lock   10   ☐

II Colour the keyboard by following the instructions given below:

Alphabet keys   -   Red

Number keys   -   Green

Teacher's Signature: _____

INTERNATIONAL INDIAN SCHOOL, DAMMAM

CLASS II   **COMPUTER SCIENCE**   **WORKSHEET-5**
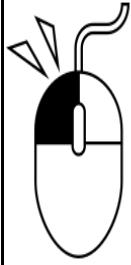
NAME: _____   ROLL NO: _____   SEC ___   DATE:_____

MOUSE

Mouse is used to :

- ➢ Play games
- ➢ Draw pictures
- ➢ Select items on the monitor
- ➢ Drag and drop an object

Clicks of a Mouse

Single click	Right Click	Double Click
LEFT CLICK — Clicking the left mouse button once selects an object.	RIGHT CLICK — Clicking the right mouse button once will show a list of commands on the monitor	Clicking the left mouse button twice opens the selected file on the monitor.

Drag and Drop

Mouse at P1	Pressed	Hold and Move	Released at P2
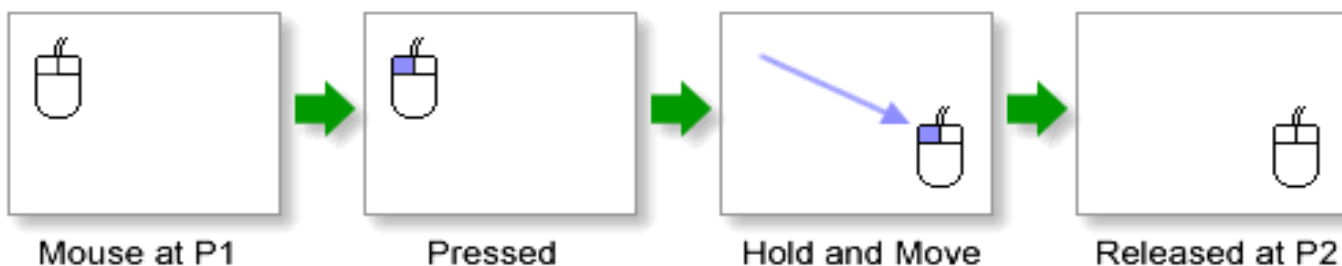
This function is used to move an item from one place to another on the monitor.

I. Match the following:

No:	A	B	
1.	Left click	Shows a list of commands	
2.	Right click	Opens the selected file	
3.	Double click	Mouse	
4.	Drag and Drop	Move an item from one place to another.	
5.	Pointing device	Selects an object	

II. State True or False:

1. A Mouse is an input device.   _____

2. A Mouse Pointer is the arrow that appears on the monitor.   _____

Parts of a Mouse
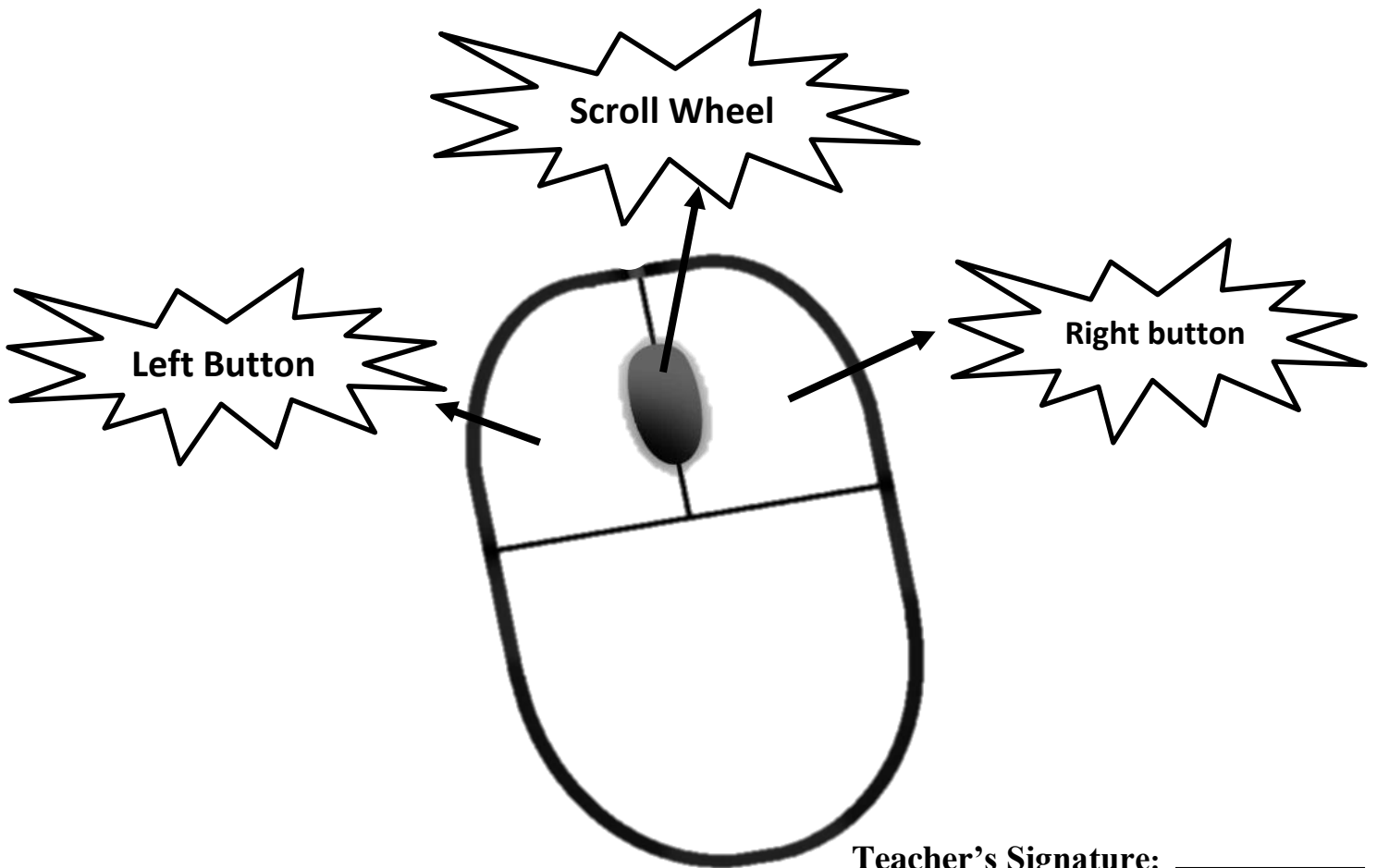
Scroll Wheel

Left Button

Right button

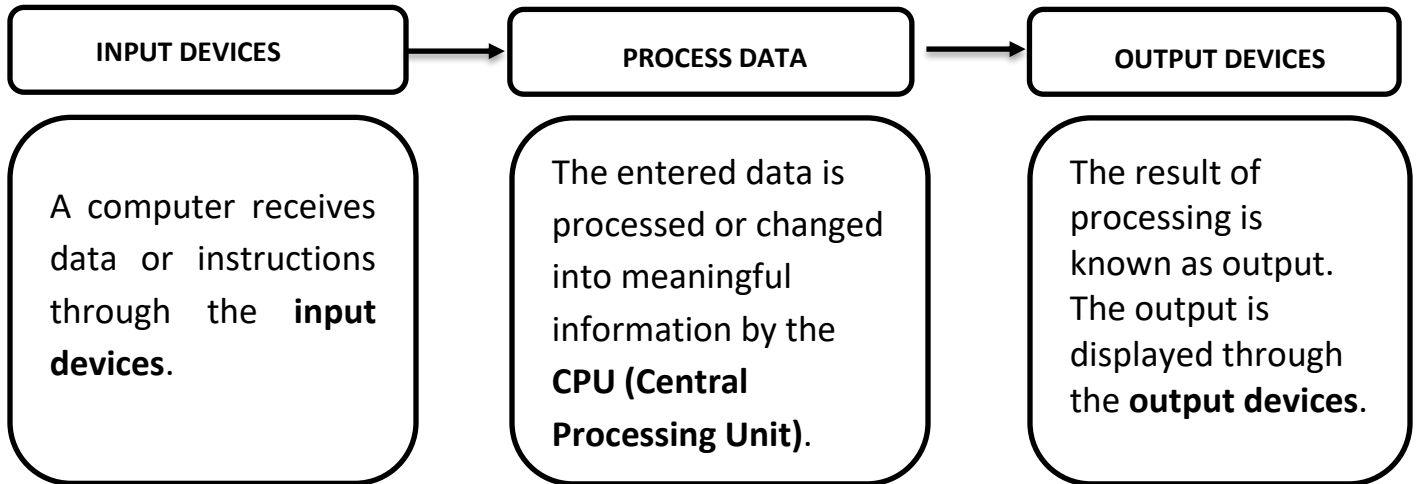**Teacher's Signature:** _____

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CLASS II   **COMPUTER SCIENCE**   **WORKSHEET-6**

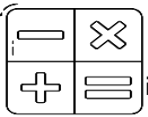NAME: _____   ROLL NO: _____   SEC: ___   DATE: _____
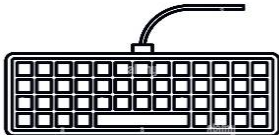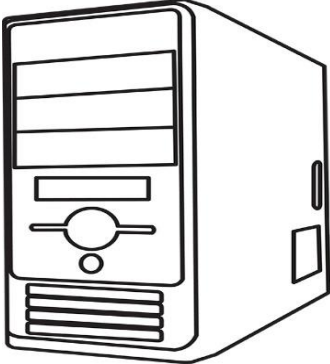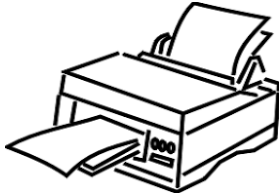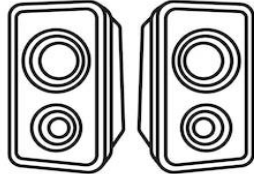
Working of a Computer

A computer works in three basic steps: I**nput, Process & Output (IPO cycle)**

INPUT DEVICES	→	PROCESS DATA	→	OUTPUT DEVICES

A computer receives data or instructions through the **input devices**.	The entered data is processed or changed into meaningful information by the **CPU (Central Processing Unit)**.	The result of processing is known as output. The output is displayed through the **output devices**.

➤ **Daily-life Examples of the IPO Cycle**

Examples:	INPUT	PROCESS	OUTPUT
To Prepare Pizza:	Pizza base with toppings	Bake pizza	Hot yummy pizza
To Prepare Mango Shake:	Mango pulp, sugar, milk	Blend in the mixer grinder	Mango Shake
Human Body:	Eyes/Ears	Processing	Write and Speak
Calculator:	Numbers, symbols **2+3**	Calculation	Answer **5**

Input Devices	Processing Unit	Output Devices
Keyboard		Monitor
Mouse	CPU	Printer
Microphone		Speaker

A. Fill in the blanks:

(Output , IPO , input , Speaker , milk)

1. Computer works on _____ cycle.

2. _____ is the result given by a computer.

3. Input for a mango shake is mango and _____.

4. The data that you enter on a computer is known as _____.

5. _____ is an output device.

B. Write True or False:

1. A keyboard is an input device.   _____

2. A computer works in two basic steps.   _____

3. Working on data is called processing.   _____

Teacher's sign: _____
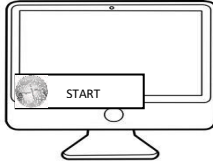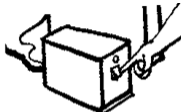
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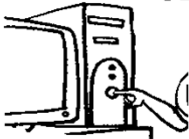
CLASS II   **COMPUTER SCIENCE**   **WORKSHEET-7**

NAME: _____   ROLL NO: _____   SEC ____   DATE:_____

Operating a Computer

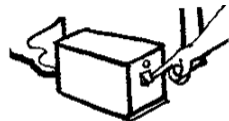| Steps to start a Computer		Steps to shut down the Computer	
1. Switch on the power supply.		1. Click the Start button. The Start menu appears.	
2. Switch on the UPS. If the electricity goes off, the UPS makes the computer work.		2. Click the shutdown button. The message Shutting down will appear. In a few seconds, the monitor turns blank.	
3. Switch on the power button on the CPU cabinet.		3. Switch off the monitor.	
4. Switch ON the monitor. You will get the welcome screen of Windows.		4. Switch off the UPS.	
5. The Desktop window appears.		5. Switch off the power supply.	

- **Desktop** - The first main display screen that appears when the computer is switched on.

- **Icons** -Small pictures on the desktop.

- **Windows** - The most popular program that makes the computer work.

1. Write the correct order of numbers in the box to switch off the computer.

START

2. State True or False.

a) The first step to start a computer is to switch on the monitor button. _____

b) The first screen of Windows is called the Desktop. _____

3. Choose the correct answer from the brackets and fill in the blanks.

(start, UPS, Icons)

a) _____ are the small pictures on the desktop.

b) To shut down the computer click the _____ menu first.

c) If the electricity goes off, the _____ makes the computer work.

Teacher's Signature: _____

INTERNATIONAL INDIAN SCHOOL, DAMMAM

COMPUTER SCIENCE REVISION WORKSHEET-TERM 2 (2023- 2024)
(Keyboard, Mouse, Working of a Computer & Operating a Computer)

NAME: _____   GRADE: II   SEC: ___   DATE: _____

I. Choose the correct answer from the brackets and fill in the blanks.

(left , input , Output , desktop , UPS)

a) _____ is the result given by a computer.

b) Mouse is an _____ device.

c) The first display screen of the Window is called _____.

d) To select an item, the _____ button is pressed once.

e) If the electricity goes off, the _____makes the computer work.
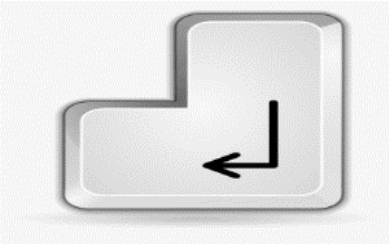

II. Match the following.

a)	Double click	Input device	
b)	Enter keys	Press the left button twice	
c)	Mouse	2	
d)	Icons	Mouse Pointer	
e)	A small arrow on the screen	Small pictures on Desktop	

III. State True or False.

a) Mouse is known as a pointing device.   _____

b) Clicking the left mouse button will show the list of commands.   _____

IV. **Name the following.**

Alphabet Key	Spacebar	Number Key	Enter Key

a)		_____
b)		_____
c)		_____
d)		_____

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