



- A. Use the Caps Lock, Spacebar, Enter, and Backspace keys in the given text.
- Open WordPad by clicking on: Start > scroll down to Windows Accessories > WordPad.
- Use the Caps Lock, Spacebar, Enter and Backspace keys as needed.

Type:

1. My Father's Name: Iswar prasad kar

2. Address: flot-305, Kanan Tower

patia

3. City: Bhulaneswer

4. Telephone Number: 8917234090

## INSTRUCTIONS

- Press the Spacebar key to leave spaces between words.
- Press the Enter key to type a sentence in a new line.
- Find the Arrow keys on the keyboard and press them to move the cursor up, down, left or right.
- Use the Backspace key to erase the Telephone Number. Now, type another number.
- B. Read the given clues and form words using the first and second row of the alphabet keys.
- 1. A fruit that keeps the doctor away
- 2. Our National Animal
- 3. Our National Flower

