




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 | : | prasanta panda |
| 2. Address | : | prasanti vihar
patia |
| 3. City | : | Bhubaneswar |
| 4. Telephone Number | : | 9861275748 |

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

A P P L E



2. Our National Animal

T I G E R



3. Our National Flower

L O T U S

