

## Part-2

### Computer For Class – IV

Q. 1 Learn and write the short cut keys.

1. Cut - ctrl + X
2. Past - ctrl + V
3. Italia - ctrl + L
4. Undo - ctrl + Z
5. Copy - ctrl + C
6. Bold - ctrl + B
7. Underline - ctrl + U
8. Select All - ctrl + A

Q. 2 Learn and write the Define.

1. Monitor – It shows the work being done by the computer.



2. Keyboard – A keyboard is used to input your work into computer.



3. Mouse – A mouse is used to draw pictures and to select objects and text on the computer.



4. Speakers – They help you to listen music and sound.



5. Light Len – It is used to select objects on screen. It is also used to draw figures directly on the screen.

