**UNIT-2 DATA ENTRY AND KEYBOARDING SKILLS**

**Multiple choice questions**

1. Which of the following is not a key for punctuation marks?

(a) comma (,)

(b) period (.)

(c) semicolon (;)

(d) equal sign (=)

**Ans :All are punctuation keys**

2. Which of the following is not an arrow key?

(a) top (^)

(b) down (↓)

(c) right (→)

(d) left (←)

**Ans: (a)top (^)**

3. Which of the following operation is not performed by a

mouse?

(a) Left Click

(b) Right Click

(c) Middle Click

(d) Double Click

**Ans: (c) Middle Click**

4. In the Rapid typing tutor, which of the following is not

true?

(a) Green letters denote right inputs.

(b) Yellow letters stand for right inputs in extra time.

(c) Red letters denote wrong inputs within time.

(d) Orange letters indicate wrong inputs with in time.

**Ans (d)**

[Correct: **Orange** letters indicate wrong inputs that also exceed the acceptable timeframe]

5. The lesson control panel can be used for\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(a) animation

(b) enable or disable sounds

(c) plain

(d) background

Ans (b) enable or disable sounds

**B. Fill in the blanks**

1. A touch typist knows the location on the keyboard through muscle memory.

2. The typing speed is measured in **WPM (words per minute).**

3. Alphabets (A–Z) and numbers (0–9) are known as **Alphanumeric keys**

4. Del key deletes the character at the **current** cursor position.

5. A standard keyboard has\_**twelve** Function keys.

6. Numeric keypad is used to enter **numeric** data.

7. Page Up key is used to shift the **cursor** one page up.

8. Pressing the End key moves the cursor to the l**ast** character of the line.

9. On numeric keypad ‘0’ is to be pressed by the **Right-hand** thumb.

10. The numeric keypad has **four** columns and **five** rows.

**C. State whether the statements given below are True or**

**False.**

1. The Alt key is always used with the other key. **True**

2. There are 5 arrow keys on the keyboard. **False**

3. The Backspace key is used to delete the character on the

right to the cursor. **False**

4. Caps lock key is a toggle key. **True**

5. The control key is used in conjunction with other keys. **True**

6. Enter key is also known as Return key. **True**

7. The function keys have different meaning in different

software. **True**

8. The keys ‘F’ and ‘J’ are known as guide keys. **True**

9. There are two Caps Lock keys on the keyboard. **False**

10. The mouse has two scroll buttons. **False**

11. PageDown key is used to move the cursor on next page. **True**

12. Pressing the Home Key, moves the cursor to the first

character in the document. **True**

13. On a numeric keypad, the number 8 is the guide key. **False**

14. In Rapid typing tutor, the right input entered is denoted

by yellow color. **True**

15. In Rapid typing tutor, the right input entered in exceeding

time frame is denoted by Red colour. **True**

**D. Short answer questions (50 words)**

1. Discuss the various types of keys available on a computer

keyboard.

Ans1:

A computer keyboard contains the following types of keys:

**• Alphanumeric keys:** All of the alphabet (A-Z) and numbers (0-9) on the keyboard.

**Punctuation keys:** All of the keys associated with punctuation, such as the comma (,), period (.), semicolon (;), brackets ([]), and parenthesis ({ }) and so on. Also, all of the mathematical operators such as the plus sign (+), minus sign (-), and equal sign (=).

**• Alt key:** Short for Alternate, this key is like a second control key.

**• Arrow keys:** There are four arrow keys to move the cursor (or insertion point) up (↑), down (↓), right (→), or left (←). Arrow keys can be used in conjunction with the

**Shift or Alt keys:** To move the cursor in more than one position at a time.

**• Backspace key:** Deletes the character just to the left of the cursor (or insertion point) and moves the cursor to that position.

**• Caps Lock key:** It is a toggle key, which when activated, causes all alphabetic characters to be uppercase.

**• Ctrl key:** The control key is used in conjunction with other keys to produce control characters. The meaning of each control character depends on which program is running.

**Delete key:** The Del key deletes the character at the current cursor position, or the selected object, but does not move the cursor. For graphics-based applications, the delete key deletes the character to the right of the insertion point.

**• Enter key or Return key:** It is used to enter commands or to move the cursor to the beginning of the next line.

**• Esc key:** The Escape key is used to send special codes to devices and to exit (or escape) from programs and tasks.

**• Function keys:** Special keys labelled F1 to F12. These keys have different meaning depending on which program is running.

2. Differentiate between Home Keys and Guide Keys.

Ans:

Home keys

Alphabets ASDF are home keys for the left hand and; (semi-colon) LKJ for the right hand. The fingers are trained to make the correct movement to other keys and each finger returns immediately to its respective home key after it has depressed the corresponding key in any other row

Guide keys

On a computer keyboard, keys ‘F’ and ‘J’ are called guide keys for left and right hand, respectively. Both contain a small raised tangible mark with the help of which the touch typist can place the fingers correctly on the home keys.



3. What do you understand by Guide Keys? Name the Guide

keys of a

(a) computer keyboard

(b) typewriter

Guide keys

On a computer keyboard, keys ‘F’ and ‘J’ are called guide keys for left and right hand, respectively. Both contain a small raised tangible mark with the help of which the touch typist can place the fingers correctly on the home keys.

Guide for typing

The cursor keys serve as a guide for typing. They can be used to move the position of the cursor.

4. Explain the role of typing ergonomics.

Typing ergonomics provides the logistic support for efficient and effective typewriting. They are important to attain and maintain accuracy and speed.

Some of these factors included

Sitting posture

While operating the computer keyboard, sit straight, slightly bending your neck forward.

Position of hands

Put your forearms at level with the keyboard and palms down

Monitor placement

Do not bend your neck while working on the monitor and keep the upper border of screen at eye level. The distance of screen from the user depends on the size of the screen. Keep an approximate distance of about 60–65 cms for 17 inches screen.

Mouse and keyboard placement

Keep the keyboard and mouse together at an approximate distance of 20 cms, which will help in smooth and effortless operation of keyboard. Same height of keyboard, mouse and elbows helps the users to work comfortably.

Chair and table placement

Adjust computer chair and table to an optimal height. The chair of the computer user must be supportive to his/her lower back. Keyboard and vibrating devices, such as printers, should be on separate tables. The computer table should also have sufficient space for your legs. With the correct ergonomics, typewriting becomes a natural phenomenon without causing unnecessary fatigue.

Placement of matter to be typed

Place the matter for typing to the left or right side of the keyboard preferably on a Copy Holder which has a sloping surface.

**Positioning of fingers on the keyboard**

5. Why the use of various typing software is common now-a-days?

Rapid Typing Tutor

### KeyBlaze

### Typing.com

### JustType

### TutorType

6. Mention the finger allocation of keys of the Bottom Row of computer keyboard.

Allocation of keys to fingers on the first row (bottom row)

Keys Z, X, C, V, B, N, M, Comma, Full Stop and ‘/’ sign are located on this row.

