

unit 2 DATA ENTRY & KEYBOARDING SKILLS

1. Touch typing means typing without:

- a) Using a keyboard
- b) Looking at the keyboard
- c) Using fingers
- d) Using a mouse

2. Which keys are called the Home Keys?

- a) Q W E R
- b) A S D F and J K L ;
- c) Z X C V
- d) 1 2 3 4

3. The correct finger position helps in:

- a) Increasing errors
- b) Reducing speed
- c) Improving speed and accuracy
- d) Damaging the keyboard

4. Which finger is used to press the 'F' key in touch typing?

- a) Left thumb
- b) Left index finger
- c) Right index finger
- d) Right middle finger

5. While typing, the back should be:

- a) Bent forward
- b) Bent backward
- c) Straight
- d) Resting on the desk

6. Which device is mainly used to point, select, and drag items on a computer?

- a) Keyboard
- b) Monitor
- c) Mouse
- d) Printer

7. Which software is used for practicing touch typing?

- a) MS Word
- b) MS Excel
- c) RapidTyping
- d) Paint

8. Correct posture while typing helps to:

- a) Increase tiredness
- b) Avoid body pain and strain
- c) Slow down typing
- d) Damage eyesight

9. Practicing typing regularly helps to improve:

- a) Screen brightness
- b) Typing speed and accuracy
- c) Computer memory
- d) Keyboard size

10. Which session focuses on practicing typing words?

- a) Session 1
- b) Session 2
- c) Session 3
- d) Session 5

11. Monitoring progress in typing helps to:

- a) Delete files
- b) View typing performance
- c) Change keyboard
- d) Shut down computer

12. Typing speed is usually measured in:

- a) Pages per hour
- b) Words per minute (WPM)
- c) Letters per second
- d) Lines per minute

1. What is touch typing?

- Touch typing is a method of typing in which a person types without looking at the keyboard.

2. What are home keys?

- Home keys are **A, S, D, F** for the left hand and **J, K, L, ;** for the right hand.

3. Why are home keys important?

- Home keys help in correct finger placement and increase typing speed and accuracy.

4. What is typing speed?

- Typing speed is the number of words typed in one minute and is measured in **WPM (Words Per Minute)**.

5. Why is correct finger position important?

- Correct finger position reduces errors and improves typing speed.

6. What is the use of a mouse?

- A mouse is used to point, select, click, and drag items on the computer screen.

1. Explain touch typing and its advantages.

Touch typing is a method of typing in which the typist uses all fingers to type without looking at the keyboard. In this method, each finger is assigned specific keys, and the fingers rest on the home keys (A, S, D, F and J, K, L, ;).

Advantages of Touch Typing:

- It increases typing speed.
- It improves typing accuracy and reduces errors.
- It saves time and increases productivity.
- It reduces strain on eyes and hands.
- It helps maintain correct posture while typing.