



INDIAN SCHOOL AL WADI AL KABIR

Class: IX	Department: Computer Science
WORKSHEET	INFORMATION TECHNOLOGY (402) Part B Unit 2 Data Entry and Keyboarding Skills

1 Marks Questions

- Which of the following is not a key for punctuation marks?
(a) comma (,)
(b) period (.)
(c) semicolon (;)
(d) **equal sign (=)**
- Which of the following is not an arrow key?
(a) **top (^)**
(b) down (↓)
(c) right (→)
(d) left (←)
- Which of the following operation is not performed by a mouse?
(a) Left Click
(b) Right Click
(c) **Middle Click**
(d) Double Click
- 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.**
- The lesson control panel can be used for _____.
(a) animation
(b) **enable or disable sounds**
(c) plain
(d) background
- A touch typist knows the location on the keyboard through _____ memory. **Ans: muscle**
- The typing speed is measured in _____. **Ans: words per minute.**
- Alphabets (A–Z) and numbers (0–9) are known as _____ keys. **Ans: Alpha Numeric**
- Del key deletes the character at the _____ cursor position. **Ans: current**
- A standard keyboard has _____ Function keys. **Ans: 12**
- Numeric keypad is used to enter _____ data. **Ans: Numeric**
- Page Up key is used to shift the _____ one page up. **Ans: Cursor**
- Pressing the End key moves the cursor to the _____ character of the line. **Ans: Last**
- On numeric keypad '0' is to be pressed by the _____ thumb. **Ans: right hand**
- The numeric keypad has _____ columns and _____ rows. **Ans: four, five**
- In Rapid typing tutor, the right input entered is denoted by yellow color. (True/False)
- There are two Caps Lock keys on the keyboard. (True/False)

Subjective Type questions-2 Marks

13. **Differentiate between Home Keys and Guide Keys.**

Home Keys: Alphabets ASDF are home keys for the left hand and 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.

14. 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 are sitting posture, position of hands, monitor placement, mouse and keyboard placement, table and chair placement and placement of matter to be typed.

15. Explain the two modes used in Numeric Keypad

Numeric keypad works on dual mode. On one mode, it represents numbers and on the other mode, it contains various keys like arrow keys, page up, page down, etc. NumLock is provided to switch between the two modes. Usually, some of the keyboards of laptops do not have a numeric keypad.

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

While typewriting on the First Row, little finger of left hand is not used, i.e., no key is assigned to it. So, from the Home Row, turn downwards the Ring Finger of left hand and strike key 'z'. Similarly, type keys 'x' and 'c' with middle and forefinger, respectively. Type full stop, comma, m, n with little, Ring, Middle and forefinger of right hand, respectively, which will appear as given below. z x c . , m n. Alphabets 'v' and 'b' are to be typed with forefinger of left and right hand, respectively.

Subjective Type questions-4 Marks

17. Discuss the various types of keys available on a computer keyboard.

- ▶ **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.
- ▶ **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.