

Unit-2

Data Entry and Keyboarding Skills

Ques1: 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.
- 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 (←).
- 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.
- Ctrl key: The control key is used in conjunction with other keys to produce control characters.
- Delete key: The Del key deletes the character at the current cursor position, or the selected object, but does not move the cursor.
- 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.

Ques 2. Differentiate between Home Keys and Guide Keys.

Ans2: 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 .

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.

Ques3. What do you understand by Guide Keys? Name the Guide keys of a computer keyboard.

Ans3: 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 Keys of a computer keyboard are 'F' & 'J'.

Ques 4. Explain the role of typing ergonomics.

Ans4: Typing ergonomics provides the logistic support for efficient and effective typewriting. They are important to attain and maintain accuracy and speed.

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

Ans5: Uses of typing software:

- There are many software available which are free of cost and are customised to learn typing efficiently and effectively.
- It is designed to learn typing skills on the computer.
- Learning to type is fun with the typing game included with various typing software.