

DATA ENTRY AND KEYBOARDING SKILLS

QUESTION AND ANSWERS

A. Multiple Choice Questions

1. Which of the following is not a key for punctuation marks?
 - Correct Answer: (d) equal sign (=)
 2. Which of the following is not an arrow key?
 - Correct Answer: (a) top (^)
 3. Which of the following operation is not performed by a mouse?
 - Correct Answer: (c) Middle Click
 4. In the Rapid typing tutor, which of the following is not true?
 - Correct Answer: (d) Orange letters indicate wrong inputs with in time.
 5. The lesson control panel can be used for _____.
 - Correct Answer: (b) enable or disable sounds
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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 **12** Function keys.
 6. Numeric keypad is used to enter **numeric** data.
 7. Page Up key is used to shift the **screen** (or view) one page up.
 8. Pressing the End key moves the cursor to the **last** 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.
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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 (*There are 4 arrow keys*)
 3. The Backspace key is used to delete the character on the right to the cursor. — False (*It deletes the character to the left of the cursor*)
 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 (*There is only one Caps Lock key*)
 10. The mouse has two scroll buttons. — False (*A mouse has a scroll wheel*)
 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. — False (*It moves the cursor to the beginning of the current line*)
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13. On a numeric keypad, the number 8 is the guide key. — False (*The number 5 is the guide key*)
14. In Rapid typing tutor, the right input entered is denoted by yellow color. — False (*Right input entered in time is denoted by green; yellow indicates extra time*)
15. In Rapid typing tutor, the right input entered in exceeding time frame is denoted by Red colour. — False (*It is denoted by yellow*)
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D. Short Answer Questions

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

- **Answer:**

A computer keyboard consists of several distinct categories of keys:

- **Alphanumeric keys:** Includes alphabetic keys (A–Z) and numeric keys (0–9).
 - **Punctuation & Mathematical keys:** Includes keys like comma (,), period (.), semicolon (;), brackets ([]), and mathematical operators (+, -, =).
 - **Control keys:** Ctrl, Alt, and Esc used in combination with other keys to perform specific commands or code operations.
 - **Function keys:** Labelled F1 through F12, performing different tasks depending on the software running.
 - **Arrow & Navigation keys:** Move the insertion point up, down, left, or right.
 - **Special & Toggle keys:** Caps Lock, Backspace, Delete, and Enter/Return keys.
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2. Differentiate between Home Keys and Guide Keys.

- **Answer:**

- **Home Keys:** The base horizontal row keys where all eight fingers rest during keyboarding (A, S, D, F for the left hand and ; , L, K, J for the right hand). Fingers always return to these home position keys after striking keys on other rows.
 - **Guide Keys:** The specific keys 'F' and 'J' on the keyboard (and '5' on the numeric keypad) that feature small raised tangible marks. They allow typists to locate the home row blindly by touch without looking at the keyboard.
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3. What do you understand by Guide Keys? Name the Guide keys of a (a) computer keyboard (b) typewriter.

- **Answer:**

Guide keys contain small raised physical marks that help a typist position their fingers accurately on the base position through tactile memory.

- **(a) Computer keyboard:** The guide keys are 'F' (left index finger) and 'J' (right index finger) on the alphanumeric keyboard, and '5' on the numeric keypad.
 - **(b) Typewriter:** The guide keys are 'a' (left little finger) and ';' (right little finger).
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4. Explain the role of typing ergonomics.

- **Answer:**

Typing ergonomics provides logistic support for efficient, comfortable, and accurate data entry. Key factors include:

- **Maintaining accuracy and speed** while preventing body fatigue or injury.
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- **Correct posture:** Sitting straight with back supported, feet flat on the floor, forearms parallel to the keyboard, elbows bent at 90 degrees, and wrists straight.
 - **Equipment placement:** Positioning the screen 60–65 cm away at eye level and placing the keyboard and mouse at a comfortable, equal height.
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5. Why the use of various typing software is common now-a-days?

- **Answer:**

Typing software like Rapid Typing Tutor is popular because:

- It provides structured, interactive lessons and exercises to build touch typing skills without looking at the keyboard.
 - It offers real-time feedback and metrics on typing speed (WPM, CPM, KPM), accuracy percentages, and error rates.
 - It helps typists systematically memorize finger placements across various lesson levels (Introduction, Beginner).
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6. Mention the finger allocation of keys of the Bottom Row of computer keyboard.

- **Answer:**

On the bottom row (first row), the keys are allocated as follows:

- **Left Hand:** Little finger is not assigned any key. Ring finger operates **Z**, Middle finger operates **X**, and Index finger operates **C** and **V**.
- **Right Hand:** Index finger operates **B** and **N**, Middle finger operates **M**, Ring finger operates **,** (**Comma**), and Little finger operates **.** (**Full Stop**) and **/**.