

Data Entry and Keyboarding Skill

Class IX , Ch-2(IT #402)
Period 1

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Introduction

- In order to enhance operational skills in the use of computers, knowledge of efficient and effective keyboarding skills and typing ergonomics has become inevitable today.
- With consistent, sincere efforts and controlled environment, we can master keyboarding skills and acquire high speed. Keying data into the computer quickly and accurately, thus, becomes easy.
- There are various methods of typewriting. In this unit, we will study about various types of keys, typing ergonomics and positioning of fingers on the keyboard according to touch method of typewriting and use of typing software for learning keyboarding skills.

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Keyboarding Skills

- Keyboard is the most common text-based input device.
- A keyboard generally has more than 100 keys. Each key of a keyboard corresponds to a single symbol. Some symbols require pressing and holding several keys simultaneously or in sequence. It allows entering alphabets, digits and symbols into the computer. Simultaneous key press can produce actions or computer commands.
- The touch method of typewriting is a method of typing without using the sense of sight to find the keys. There is no need to search the key while typing and one has to move only the finger which is needed to strike a key.

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- Touch typing typically involves placing the eight fingers in a horizontal row along the middle of the keyboard (the home row). Touch typing can be done with two hands or by using a single hand also.
- A touch typist starts by placing his or her fingers on the “start position” in the middle row and knows which finger to move and how much to move it for reaching any required key.
- It is important to learn placing fingers into the start position blindly as the hands are frequently raised from the keyboard to operate the line feed lever (in the past) or (more recently) the computer mouse.
- Typing speed generally improves with practice. The typing speed can be increased gradually and speeds of 60 WPM (words per minute) or higher can be achieved. The rate of speed increase varies between individuals. Many websites and software products (e.g., Rapid Typing Tutor) are available to learn touch typing and many of these are free. There are many such software available which are free of cost and are customised to learn typing efficiently and effectively.

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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.

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- **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.

When a key is pressed, an electrical contact is formed. These electric signals are transmitted to a micro-controller in a coded form to the computer describing the character which corresponds to that key.

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Numeric keypad

- Numeric keypad may also work 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.
- 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.

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- 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.

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Home Assignment

- 1. A touch typist knows the location on the keyboard through _____ memory.
- 2. The typing speed is measured in _____.
- 3. Alphabets (A–Z) and numbers (0–9) are known as _____ keys.
- 4. Del key deletes the character at the _____ cursor position.
- 5. A standard keyboard has _____ Function keys.
- 6. Numeric keypad is used to enter _____ data.
- 7. Page Up key is used to shift the _____ one page up.
- 8. Pressing the End key moves the cursor to the _____ character of the line.
- 9. On numeric keypad '0' is to be pressed by the _____ thumb.
- 10. The numeric keypad has _____ columns and _____ rows.

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THANKING YOU

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