Data Entry and Keyboarding Skill

Class IX , Ch-2(IT #402)

Period2

Pointing devices

- **Mouse**

- Mouse is a pointing device used to point a particular place on the screen and select to perform one or more actions (Figure 2.3). It can be used to select menu commands, resize windows, selecting actions from screen icons, etc.

- A mouse primarily comprises of three parts: the buttons, the handling area, and the rolling object. By default, the mouse is configured to work for the right hand. The left-handed persons can change the settings as per the needs.

The common mouse actions are as follows:

(a) **Click or left click:** It is used to select an item. Press down once on the left button with your index finger.

(b) **Double click:** It is used to start a program or open a file or trigger an action.

(c) **Right click:** It is used to display a set of commands and available options. Move the mouse pointer to the desired position, position your middle finger on the right mouse button, keeping the mouse still, click lightly with the middle finger on the right button.

- **(d) Drag and drop:** It allows to select and move an item from one location to another. Position the mouse on an object, hold down the left side of the mouse, and drag the object.

- **(e) Scroll:** Many applications provide scrollbars on right side of screen if the page length is more than the monitor/screen length. Instead of using page down key or arrow keys, one can use scroll key of a mouse to scroll up or down. If the scroll key is not available, one can click on the scroll bar on the application screen with the let button of the mouse. Use the scroll wheel on the mouse to move the page on the screen up or down.

- **(f) Blocking:** Blocking is another way of selecting text. It is used to select text that needs to be edited or formatted. Click at the beginning of the word or sentence and hold down the left button, then drag along the text and see it being highlighted in black. At the end of the text or sentence release the left button.

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 as given as below.

- *Sitting posture*

While operating the computer keyboard, sit straight, slightly bending your neck forward. Check your comfort and sitting position of body. Touch the lower portion of your back to the lower portion of the back rest of the

   chair. Touch both the feet to the floor .

- **Position of hands**

Put your forearms at level with the keyboard and palms down . Keep your wrists straight and hang your elbows naturally. Don't touch the elbows to the body nor be too far away from the body (Figure 2.7). Bend at about a 90 degree angle.

- *Monitor placement*

Do not bend your neck while working on the monitor and keep the upper border of screen at eye level. The distance of screen from the user depends on the size of the screen. Keep an approximate distance of about 60–65 cms for 17 inches screen.

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- <u>Mouse and keyboard placement</u>
- Keep the keyboard and mouse together at an approximate distance of 20 cms, which will help in smooth and effortless operation of keyboard. Same height of keyboard, mouse and elbows helps the users to work comfortably.
- <u>Chair and table placement</u>
- Adjust computer chair and table to an optimal height. The chair of the computer user must be supportive to his/her lower back. Keyboard and vibrating devices, such as printers, should be on separate tables. The computer table should also have sufficient space for your legs. With the correct ergonomics, typewriting becomes a natural phenomenon without causing unnecessary fatigue.
- <u>Placement of matter to be typed</u>
- Place the matter for typing to the left or right side of the keyboard preferably on a Copy Holder which has a sloping surface.

Home Assignment

- 1. Discuss the various types of keys available on a computer
- keyboard.
- 2. Differentiate between Home Keys and Guide Keys.
- 3. What do you understand by Guide Keys? Name the Guide
- keys of a
- (a) computer keyboard
- (b) typewriter
- 4. Explain the role of typing ergonomics

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