

# Data Entry and Keyboarding Skill

Class IX , Ch-2( IT #402)  
Period4

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**CHANGING YOUR TOMORROW**

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# Allocation of keys to fingers on the third row (upper row)

- The next step is learning the key-reaches from the Home Row to the row above it. The learning begins with the reaches from 'a' to 'q' by left hand little finger and from ';' to 'p' by right hand little finger.
- This is followed by the placement of the third fingers (Ring fingers) to the adjoining keys 'w' and 'o' and so on (Figure 2.10). In the third row, the allot
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LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
Q	W	E	R	T	Y	U	I	O	P

*Fig: 2.10: Allocation of fingers on the third row*

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## Let's Practice 3

- **A. Type the following words and sentences in double line spacing to practice the Upper Row of the keyboard.**
- *qwert poiuy qwert poiuy qwert poiuy qwert poiuy qwert poiuy qwert poiuy post quite type quaypoleripehope wait role what show flow goal wool post quite type quay pole ripe hope wait role what show flow goal wool self help is the order of the day. Self helps the order of the day the writer was happy, the writer was happy.*
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# Allocation of keys to fingers on the first row (bottom row)

After learning how to operate keys on Home Row and Third Row, the next step is to learn how to operate keys on the First Row. Keys Z, X, C, V, B, N, M, Comma, Full Stop and '/' sign are located on this row.

- In the earlier two rows, all the eight fingers of both the hands were used to operate the keys. But 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.

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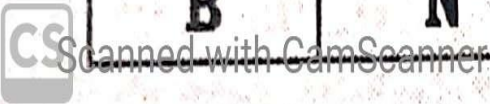
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Allocation of keys on bottom row is depicted below:

<b>LF</b>	<b>RF</b>	<b>MF</b>	<b>IF</b>	<b>IF</b>
<b>-</b>	<b>Z</b>	<b>X</b>	<b>C</b>	<b>V</b>

<b>IF</b>	<b>IF</b>	<b>MF</b>	<b>RF</b>	<b>LF</b>
<b>B</b>	<b>N</b>	<b>M</b>	<b>,(Comma)</b>	<b>.(Fullstop)</b>



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## Let's Practice 4

- **A. Type the following words in double line spacing to practice the Bottom Row of the keyboard.**
- *gameroxytimetaximindcampjumplazy, size;zeal,haze,zone;zinc.  
Gameroxytimetaximindcampjumplazy, size;zeal,haze,zone;zinc.  
on,no,man,can,child,chalk,number,member,remember,general  
on,no,man,can,child,chalk,number,member,remember,general*

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# Allocation of keys to fingers on the Fourth Row (Number Row)

- In this row, type 1, 2, 3 with little, ring and middle fingers of the left hand, respectively, and 4 and 5 with the index finger (forefinger). Similarly type 0, 9, 8 with little, ring and middle fingers of right hand, respectively, 7 and 6 with index finger (forefingers).

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*Fig. 2.11 Numeric Keypad on keyboard*

LF	RF	MF	IF	IF
1	2	3	4	5
IF	IF	MF	RF	LF
6	7	8	9	0

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# Home Assignment

- 1. Mention the finger allocation of keys of the Bottom Row of
- computer keyboard.

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# THANKING YOU

# ODM EDUCATIONAL GROUP