Chapter- 1

Chapter Name- Data Entry and Keyboarding Skill

Questions Bank

A. Multiple choice questions

1. Which of the following is not a key for punctuation marks?

(a) comma (,)

(b) period (.)

(c) semicolon (;)

(d) equal sign (=)

2. Which of the following is not an arrow key?

(a) top (^)

(b) down (↓)

(c) right (→)

(d) left (←)

3. Which of the following operation is not performed by a

mouse?

(a) Left Click

(b) Right Click

(c) Middle Click

(d) Double Click

4. In the Rapid typing tutor, which of the following is not

true?

(a) Green letters denote right inputs.

(b) Yellow letters stand for right inputs in extra time.

(c) Red letters denote wrong inputs within time.

(d) Orange letters indicate wrong inputs with in time.

5. The lesson control panel can be used for_____.

(a) animation

(b) enable or disable sounds

(c) plain

(d) background

B. Fill in the blanks

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.

C. State whether the statements given below are True or

False.

1. The Alt key is always used with the other key.

2. There are 5 arrow keys on the keyboard.

3. The Backspace key is used to delete the character on the

right to the cursor.

4. Caps lock key is a toggle key.

5. The control key is used in conjunction with other keys.

6. Enter key is also known as Return key.

7. The function keys have different meaning in different

software.

8. The keys 'F' and 'J' are known as guide keys.

9. There are two Caps Lock keys on the keyboard.

10. The mouse has two scroll buttons.

11. Page Down key is used to move the cursor on next page.

12. Pressing the Home Key, moves the cursor to the first

character in the document.

13. On a numeric keypad, the number 8 is the guide key.

14. In Rapid typing tutor, the right input entered is denoted

by yellow color.

15. In Rapid typing tutor, the right input entered in exceeding

time frame is denoted by Red colour.

D. Short answer questions (50 words)

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.

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

6. Mention the finger allocation of keys of the Bottom Row of

computer keyboard.

Long Questions (5 marks)

1. How to view and analyze your statistics, in rapid typing software?

2 . In rapid typing software, text area shows different coloured text as you type in the characters for the mistakes that occurred during the lesson. Mention the colours used and what it indicates?

3. Describe the formula to calculate typing accuracy ?

4. What are the successful typing skill ?

5. What are the typing ergonomics?