Data Entry and Keyboarding Skill

Class IX , Ch-2(IT #402)

Period5

Successful keyboarding tips

- The following points may be kept in mind for successful keyboarding techniques.

- • Press the keys with feather touch and do not put undue pressure.

- • Rest your fingers on Home row while typing. • Allow your fingers to fall naturally on the keys so that each rests on top of the next key along the same horizontal row.

- • While typing, release the key immediately as soon as you press it. Holding the key for long time, will repeatedly type the same character.

- • Do not look at the keyboard while practicing. • Press the keys with equal intervals of time in rhythm.

- • Press the keys only with the fingers allotted for them. • While pressing a key, say slowly pronounce the character on the key.

- • Do not take any mental stress while typing. • Secure typing ergonomics.

- • Maintain patience if committed mistake at initial stage.

- • Maintain a balance between speed and accuracy, as both are equally important. Do not sacrifice accuracy for speed.

- • To gain mastery of computer keyboard, undertake repeated practice of typewriting words, sentences, passages and figures without looking at the keyboard.

Check your typing ergonomics

- Do you sit in the correct posture while working on computers? Yes/No

- • Is your desk and chair ergonomic, and if not, have you adjusted them? Yes/No keyboard placed in correct position? Yes/No

- • Is your computer/laptop correctly placed on your desk? Yes/ No

- • Have you arranged your tools on your desk to prevent twisting and reaching? Yes/No

Using typing software

- There are many software available which are free of cost and are customised to learn typing efficiently and effectively.

- Introduction to Rapid Typing Tutor

- Rapid Typing Tutor is a Free and Open Source Software (FOSS) designed to learn typing skills on the computer. It is free to use and share with others for free, but only by using the original distribution package. Learning to type is fun with the typing game included with Rapid Typing Tutor.

- **Touch typing technique**

- Touch typing improves typing speed and accuracy. A touch typist never looks at the keyboard. The fingers hit the right keys by habit. The typist is entirely focused on the text being typed, reading the words and phrases as the fingers type the text reflexively. Touch typing can be learned by performing special exercises.

- **Stage one** of the process begins with learning the Home Row of the keyboard (the row beginning with the Caps Lock key). Looking at the keyboard is strictly forbidden. This is followed by learning the lower and upper rows, the numbers row, uppercase letters and special symbols.
- **Stage two** involves memorising frequently used syllables and typing words containing these syllables.
- **Stage three** involves typing actual text to perfect the skills acquired.
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Touch typing rules

- • The F, D, S, A, and J, K, L, ; keys (on a QWERTY keyboard) represent the base position. Keyboards usually have small protrusions on the F and J keys. They help your fingers locate the base position without looking at the keyboard. Try to return your fingers to the base position after each keystroke.

- • Colour coding shows which finger should press each key (see the picture above). The left index finger is reserved for all the red keys. The right index finger is reserved for green keys, and so forth. Use the thumb of whichever hand is more

- convenient for you to press the Space key.

- • The base position on the numeric pad is the number 5 key for the middle finger, 4 for the index finger, and 6 for the ring finger. The numeric pad simplifies and speeds up numerical data input.

- • Uppercase letters and symbols appearing on keys in the numbers row are typed by one hand with the little finger of the other hand holding down the SHIFT key.

- • Do not look at the keyboard. Try to locate the right key with your fingers. After configuring settings in Wizard, Rapid Typing's main window will appear as shown in Figure 2.14. Let us familiarise with the **Typing Tutor** interface. The window is composed of the following controls: **Taskbar** allows to set or change some basic options to start a lesson (keyboard layout, level, lesson, and background).

Home Assignment

- **C. State whether the statements given below are True or**
- **False.**
- 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.