

1. Use Keyboard and Mouse for Data Entry

Q1. What is the role of the keyboard and mouse in data entry?

- The keyboard is used for typing text, numbers, and special characters.
- The mouse is used to navigate, select, and execute commands.

Q2. Name three common mouse operations.

- Single-click, double-click, and right-click.

Q3. How does a pointing device like a mouse help in data entry?

- It selects icons, highlights text, and interacts with applications.

2. Keyboarding Skills

Q4. What are keyboarding skills, and why are they important?

- Keyboarding skills involve typing efficiently and accurately. They improve productivity in data entry tasks.

Q5. Define "touch typing."

- Touch typing is typing without looking at the keyboard by memorizing key positions.

3. Types of Keys on a Keyboard

Q6. What are the types of keys found on a keyboard?

- Alphanumeric keys, function keys, control keys, navigation keys, and special keys.

Q7. What is the numeric keypad, and where is it located?

- A numeric keypad is a set of number keys on the right side of the keyboard for quick numeric data entry.

4. Typing Techniques and Ergonomics

Q8. What are the home row keys, and why are they important?

- The home row keys (ASDF and JKL;) are the starting position for fingers, ensuring efficient typing.

Q9. What is typing ergonomics?

- Typing ergonomics involves maintaining proper posture and hand placement to reduce strain.

Q10. Explain the correct finger positioning on the keyboard.

- Fingers are placed on the home row keys with thumbs on the space bar.

Q11. How should keys be allocated to fingers on different rows?

- Each finger is responsible for specific keys in four rows, ensuring balanced typing.

5. Typing and Deleting Text

Q12. How can you delete text while typing?

- Use the Backspace key to delete text on the left and the Delete key for text on the right.

6. Typing Software and Rapid Typing Tutor

Q13. What is Rapid Typing Tutor?

- A software program designed to teach and improve touch typing skills.

Q14. Explain the user interface of Rapid Typing Tutor.

- It includes lessons, progress tracking, and typing speed analysis.

Q15. What is the touch typing technique?

- A technique that involves typing by placing fingers on the home row keys without looking at the keyboard.

Q16. How do you calculate typing speed?

- Typing speed is calculated as words per minute (WPM), considering accuracy.

Q17. What is the importance of typing rhythm?

- Typing rhythm ensures consistent speed and reduces typing errors.

Q18. How can the lesson editor in Rapid Typing Tutor be used?

- It allows users to create custom lessons for specific typing practices.

7. Mouse Operations

Q19. Name and explain any two advanced mouse operations.

- Drag-and-drop: Selecting and moving items.
- Scroll: Using the mouse wheel to navigate up and down.

8. Miscellaneous

Q20. How does typing software help in data entry tasks?

- Typing software enhances speed, accuracy, and confidence, making data entry more efficient.