



## Chapter 1<sup>st</sup> (Typing Tutor)

### 1. Fill in the blanks:

1. To use number pad, \_\_\_\_\_ should be kept ON.  
(a) Num lock                      (b) Caps Lock                      (c) scroll lock                      (d) none of these
2. In home row, \_\_\_\_\_ key is pressed with little finger of left hand.  
(a) A                                  (b) S                                  (c) D                                  (d) F
3. In home row, \_\_\_\_\_ key is pressed with Middle finger of right hand.  
(a) J                                  (b) K                                  (c) L                                  (d) ;
4. In Second row, \_\_\_\_\_ key is pressed with ring finger of left hand.  
(a) Q                                  (b) W                                  (c) E                                  (d) R
5. In third row, \_\_\_\_\_ key is pressed with index finger of right hand.  
(a) B                                  (b) N                                  (c) M                                  (d) N, M

**Answers: 1. Num Lock                      2. (A)                      3. (K)                      4. (W)                      5. (N, M)**

### 2. Write True/False

1. For typing, the keyboard is divided in two parts: one for the left hand and one for the right. (True)
2. Touch typing is a technique by which we can learn typing with all fingers without looking at keyboard. (True)
3. Anmol lipi font helps us typing in Punjabi. (True)
4. We use our thumb of right hand to press the spacebar. (True)
5. Shift key is used to move down to a new line. (False)

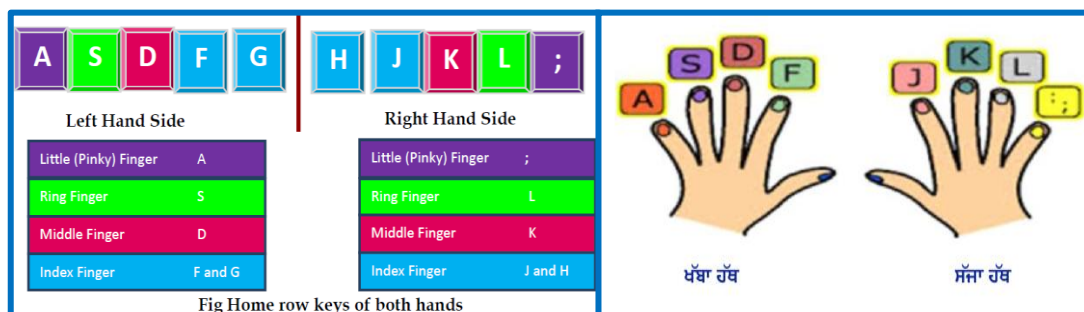
### 3. Short Answer type Questions

#### 1. What is Touch typing?

Ans: Touch typing is a technique by which we can learn typing with all fingers without looking at keyboard.

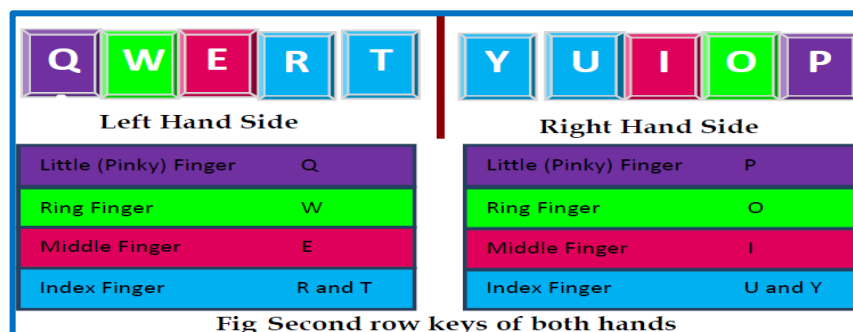
#### 2. Describe the position of our fingers on Home Row Keys?

Ans:



#### 3. Describe keys in Second Row of Keyboard?

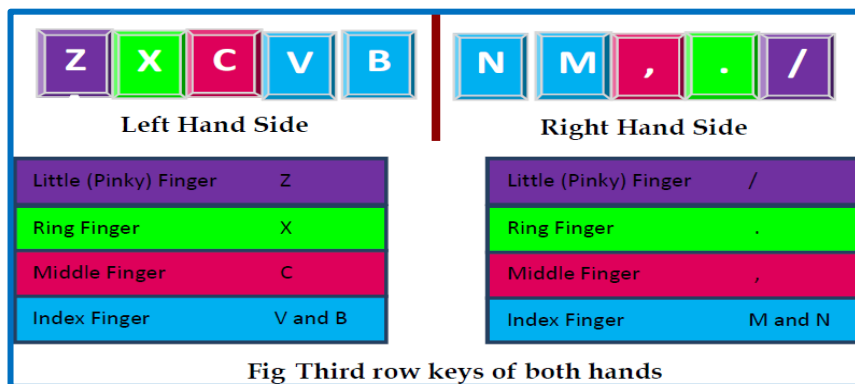
Ans:





**4. Describe the position of your fingers on Third Row Keys?**

Ans:

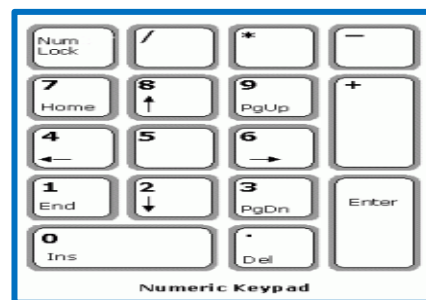


**5. While typing numbers form numeric key pad, which hand we should use? Explain the position of your fingers on numeric key pad.**

Ans: While typing numbers form numeric key pad, we should use RIGHT Hand.

We should place our fingers on numeric key pad as follows:

- Right hand thumb on 0
- First finger of right hand on 4
- Second finger of right hand on 5
- Fourth finger of right hand on 6



**4. Long Answer type Questions:**

**1. Draw Anmol Lipi Key Map.**

~	1 !	2 "	3 #	4 \$	5 %	6 ਖ	7 ਫ	8 *	9 (	0 )	-	+ = =	Backspace		
Tab	Q ਤ	W ਰ	E ੳ	R ਰ	T ਟ	Y ਯ	U ਊ	I ੀ	O ਓ	P ਪ	{ [	} ]	 ਥ		
Cap Lock	A ਅ	S ਸ	D ਦ	F ਫ	G ਗ	H ਹ	J ਜ	K ਕ	L ਲ	:	"	"	Return		
Shift	Z ਜ	X ਯ	C ਛ	V ੜ	B ਭ	N ਨ	M ਮ	< ੳ	> ਊ	? /	?	?	Shift		
Option ALT	Space-bar														

**2. How can we improve typing speed?**

Ans: To improve typing speed, we should take care of the following instructions:

- Our hand/finger position should always be in home position.
- We should reach for other keys from home position.
- We should focus on accuracy not speed.
- Don't look at the keyboard while typing.



5. Be steady, even pace and strive for accuracy.

**3. Explain the Proper Posture while typing?**

Ans: While typing we must know about the proper posture. So follow the steps written below:

1. We should sit straight, directly in front of keyboard.
2. Our feet must be flat on floor.
3. Monitor should be at our eye level.
4. Our eyes should be on copy or monitor.
5. Our fingers must be curved and upright over home keys.
6. We should strike each key with a quick snap and then return to home position Keys.

**4. Write about the following keys.**

- 1. Space bar      2. Enter key      3. Back space      4. Shift key      5. Caps lock key**

Ans:

1. **Space bar**: The space-bar key is used to leave a space between two words. This is done using the thumb of your right hand.
2. **Enter key**: This key is used to move to a new line. We use the smallest finger of our right hand to press the Enter key.
3. **Back space**: This key is used to delete a character to the left of the cursor. We use the little finger of our right hand for this.
4. **Shift key**: This key is located on either side of the keyboard. If you want to write a capital letter with the left hand, press the shift key with the fourth finger of the right hand. Similarly, if you want to write a capital letter with the right hand, then press the shift key with the fourth finger of the left hand.
5. **Caps lock key**: If we have to write a word, line or paragraph in capital letters, keep it in Caps - Lock Key On position. So we use the little finger of our left hand.