

CLASS NOTES

Class: IX

Topic: MASTERING TYPING

Subject: INFORMATION TECHNOLOGY

1. How many stages are involved in touch typing technique? Describe each state.

Ans:

You can master touch typing through these 3 stages.

Stage1: Learn the Home row of keyboard first, then top and bottoms rows and then numbers rows, upper case etc.

Stage2: Memorize frequently used syllabus and practice words containing these.

Stage3: Practice typing actual text.

2. Identify the home row keys:

A. QWER;TYK

B. ASER;UILO

C. ASDFJKL;

D. AXCFJNM;

Ans: ASDFJKL;

3. The K-finger is also known as;

A. Right Index

B. Right Middle

C. Right Ring

D. Right little

Ans: B

4. Which finger is used to strike the comma?

A. Right Index

B. Right Middle

C. Right Ring

D. Right little

Ans: B

5. What is the character between the t and s in "It's"?

A. slash

B. question mark

C. apostrophe

"Prepared absolutely at home"

D. comma

Ans: C

6. Which finger is used to strike the apostrophe?

A. Right Index

B. Right Middle

C. Right Ring

D. Right little

Ans: D

7. Which finger is used to strike the I?

A. J -finger

B. K-finger

C. L-finger

D. Right little

Ans: B

8. Which finger is used to strike the apostrophe?

A. J-finger

B. K-finger

C. L-finger

D. Right little

Ans: D

9. The K-finger is also your

A. Right index

B. Right middle

C. Right Ring

D. Right little

Ans: B

10. Which finger is used to strike the slash?

A. Right middle

B. J-Finger

C. Right little

D. K-finger

Ans: C

11. CPM stands for

A. Character per Millimeter

B. Character per Million

C. Character per Minute

D. Character per Meter

Ans: C

12. WPM stands for

A. Word per Minute

B. Word per Meter

C Word per Million

D. Word per Millisecond

Ans: A

13. What do you mean by Touch typing? Explain.

Ans: Touch typing is a technique of typing by feeling the keyboard without the use of the sense of light. It is the ability to use muscle memory to find keys fast with all the available fingers, just like piano players do.

14. What is the purpose of Rapid typing software?

Ans: Rapid typing is a convenient and easy-to-use keyboard trainer that will help you improve your typing speed and reduce typing errors. It includes a virtual keyboard that will prompt which keys to press while you're making your way through the typing lessons.

15. What do you mean by base key position? Explain.

Ans: The keys **F,D,S,A and J,K,L,;** on the keyboard are base key positions. Return your fingers to base position after each key stroke. The keys F and J have small bulge (Protrusion). This bulge on keys helps to relocate the base position without looking at the keyboard.

Note: The students are advised to write this content in their notebook and prepare it.