

A. Multiple Choice Questions

- | | | | | |
|---------|---------|---------|---------|---------|
| 1. (a) | 2. (b) | 3. (c) | 4. (a) | 5. (b) |
| 6. (d) | 7. (b) | 8. (a) | 9. (c) | 10. (a) |
| 11. (b) | 12. (a) | 13. (b) | 14. (c) | |

B. Fill in the Blanks

- | | | | |
|----------------|----------------|-----------------|--------|
| 1. 101 and 105 | 2. Punctuation | 3. Delete | 4. Alt |
| 5. Right | 6. Touch Mouse | 7. Double click | |
| 8. Typing | 9. CTS | 10. 15 to 30 | |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|------|------|
| 1. F | 2. T | 3. F | 4. T | 5. T | 6. F |
| 7. F | 8. T | 9. T | 10. F | | |

D. Differentiate between the following

1. **Wireless Keyboard:** It is a battery-powered device that transmits data to the system unit using wireless technology. These keyboards do not have wires that connect the keyboard to the system unit.

Compact Keyboard: This type of keyboard is built on the top of the system unit and/or are permanently attached with hinges. Some handheld computers, laptop computers, and mobile devices often use a compact keyboard, which is smaller than a standard keyboard, and usually does not include the numeric keypad.

2. **Braille Keyboard:** It is meant for blind or visually impaired people to input information in a computer. It is characterized by a **series of dots** on each key in a braille cell.

Ergonomic Keyboard: It is designed in a way that it reduces the chance of wrist and hand injuries. These keyboards position our hands naturally and give support to our wrists so that we can work more comfortably.

3. **Shift Key:** It is used for combination with another key to gives

that key an alternative meaning; it will produce a uppercase character and type symbols.

Ctrl Key: This is also called Control key. It is used with a letter or digit key to command the computer. For example, holding down Control key and pressing B, makes selected character bold in most of the word processors.

4. **Home Key:** This key is commonly used to move the cursor to the extreme left side of the current line. For example, Ctrl + Home usually move the cursor to the beginning of a file.

End Key: This key is commonly used to move the cursor to the extreme right side of the current line. For example, Ctrl + End usually move the cursor to the end of a file.

E. Short Answer Questions

1. Keyboarding skills are a set of skills required to operate a keyboard smoothly while typing. This includes understanding computer keyboard layout and its functions.
2. A keyboard is an input device that contains keys. We press its keys to type information and enter instructions for the computer to follow.
3. Types of keyboard are:
 - i. Wireless Keyboard
 - ii. Compact Keyboard
 - iii. Virtual Keyboard
 - iv. Braille Keyboard
 - v. Ergonomic Keyboard
4. An ergonomic keyboard is designed in a way that it reduces the chance of wrist and hand injuries. These keyboards position our hands naturally and give support to our wrists so that we can work more comfortably.
5. A key combination is the use of two or more keys on a keyboard to generate a specific result. We can press these keys either at the same time, or one after the other while holding down each key until the last key is pressed.
6. Backspace and delete keys are used to delete the characters.

7. Shift key is used for combination with another key to give that key an alternative meaning; it will produce an uppercase character and type symbols.
8. The keys marked with digits 1, 2,, 9 and 0 are the Number keys. They are 10 in number. These keys are used to type numbers.
9. A pointing device is an input device that allows to control the pointer on the screen. It moves the insertion point, selects text, graphics and other objects; and clicks buttons, icons, links and menu commands.
10. Types of mouse are:
 - i. Mechanical Mouse
 - ii. Optical Mouse
 - iii. Wireless Mouse
 - iv. Touch Mouse
 - v. Air Mouse
11. Typing ergonomics means to incorporate comfort, efficiency, and safety into the design of keyboards, computer desks, chairs and other things at a workplace. It provides the logistic support for efficient and effective typing.
12. Keep elbows leveled with the keyboard and wrists straight and higher than fingers to prevent wrist strain while using a keyboard.
13. The best way to place a monitor on a table:
 - i. The top edge of the monitor should be at the eye level or slightly lower than that.
 - ii. We can use a monitor stand to raise the monitor to the appropriate level on our desk.
14. The correct posture of using a computer at a workplace:
 - i. Our feet should be flat on the floor
 - ii. We should not lean forward or slouch on our chair.
 - iii. We should shift positions often and stand up to stretch our arms and legs at least once an hour.

F. Long Answer Questions

1. Five punctuation keys on the computer keyboard are:

- i. A comma (,) is a punctuation mark that indicates a smaller pause. The comma is also used to separate words, clauses or ideas.
 - ii. A full stop or period (.) is commonly placed at the end of a sentence in the English language. It is a longer pause than a comma.
 - iii. A slash or stroke (/) indicates the word “or” in a sentence, e.g. yours/mine. It is also used to separate expressions that indicate a choice, e.g. pass/fail, on/off, etc.
 - iv. Semicolon, sometimes regarded as a weak period or a strong comma, is used in ways similar to periods and commas.
 - v. The hyphen is a punctuation mark used to join words and to separate syllables of a single word. It can be produced by pressing the hyphen key next to 0 in number row.
2. **Alphabet keys:** There are 26 keys of the English alphabet on the keyboard with the letters A to Z in capital letters. These keys help us to frame words and sentences. These keys are not in alphabetical order.

Arrow Keys: There are four Arrow keys which are used to move the cursor up, down, left and right on the computer screen.

Enter key: It is used to move the cursor to the next line. This key is pressed at the end of a line to instruct the computer to process text. In word processing programs, this key is used at the end of a paragraph. Enter key is also called the Return key.

G. Application Based Questions

1. The possible cause is Repetitive Strain Injury because have fingers feel numb and start to pain.
2. Ctrl+Alt+Del

A. Multiple Choice Questions

- | | | | | |
|--------|--------|--------|--------|---------|
| 1. (a) | 2. (b) | 3. (c) | 4. (a) | 5. (b) |
| 6. (b) | 7. (a) | 8. (a) | 9. (b) | 10. (a) |

B. Fill in the Blanks

- | | | |
|-------------|------------------|---------------|
| 1. Keyboard | 2. Muscle Memory | 3. Home Keys |
| 4. Spacebar | 5. Rapid Typing | 6. Status Bar |
| 7. Advanced | 8. First | 9. Fourth |
| 10. CPM | 11. Keystrokes | 12. 50-80 wpm |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. T | 2. F | 3. T | 4. T | 5. F | 6. T |
| 7. F | 8. T | 9. T | 10. F | 11. T | 12. T |

D. Differentiate Between the Following

1. **Home keys:** The middle row of keyboard is called home row and the keys located in this row are known as home keys.

Guide Keys: F and J keys are called 'guide keys'. Both the keys contain a small raised tangible mark with the help of which the touch typist can place the fingers correctly on the home keys.

2. **Current Lesson Tab:** On the top-left corner, the first most tab displays the current lesson. Its shortcut key is Ctrl +1. This tab is used to choose course and lesson on RapidTyping.

Lesson Editor Tab: On the top-left corner, the third tab displays the lesson editor. Its shortcut key is Ctrl + 3. This tab is used to add, change or remove course and lesson on RapidTyping.

3. **Detailed Statistics:** This tab displays the typing speed and errors/slowdowns for each character/keystroke.

Student Statistics: This tab is used to add students or student groups and preview their results, performance and progresses in Statistics window.

4. **Typing Speed:** The typing speed can be measured with different accuracies, such as:

WPM—the number of words typed in a one minute.

CPM—the number of characters typed in one minute.

KPM—the number of keystrokes in one minute.

Typing Accuracy: It is percentage of correct type words out of the total words. The different formulas are use to calculate typing accuracy.

E. Short Answer Questions

1. Typing is the process of inputting text by the means of a device such as a typewriter, computer keyboard, or a mobile keypad. A user who uses all their 10 fingers can work faster and more efficiently.
2. Touch typing is a method of typing without looking at the keyboard. Specifically, a touch typist remembers location on the keyboard through muscle memory.
3. Muscle memory is the ability to reproduce a particular movement without conscious thought, acquired as a result of frequent repetition of that movement.
4. RapidTyping is a free and open source software (FOSS) program for learning touch typing. It provides us with text to train on and adjusts to different levels, depending on how good we are. It also displays which key to press next and the correct finger to use.
5. Components of RapidTyping window are: Current Lesson, Student Statistics, Lesson Editor, Toolbar, Status Bar, Virtual Keyboard, Text Area, Option Button.
6. Status bar displays the tips for the current lesson and the progress bars which show the lesson length and volume icon in RapidTyping window.
7. The Result window display overall rating, typing speed, typing accuracy and keystroke slowdown after complete the lesson.
8. Statistics window is used to add students or student groups and preview their results in it.
9. The typing rhythm is a rhythm in which an individual presses and releases keys on a keyboard. This means that keystrokes should come at equal intervals.

For this, the slowdown indicator is used to control the constant typing speed.

10. Guide keys contain a small raised tangible mark with the help of which the touch typist can place the fingers correctly on the home keys. On a computer keyboard, keys F and J are called 'guide keys' for left and right hand, respectively.

F. Long Answer Questions

1. Five rules that a learner should keep in mind while learning touch typing.
 - i. Avoid looking at the keyboard while typing.
 - ii. Place your fingers on the keyboard and press the keys softly.
 - iii. Face the screen with your head slightly tilted forward.
 - iv. Rest your fingers on home row while typing.
 - v. Press the keys with equal intervals of time in rhythm.
2. Steps to add a lesson on RapidTyping:
 - i. Click on lesson tab.
 - ii. Select the various lesson categories and sub-categories.
 - iii. Select the lesson. By default, the category is Basic and Lesson 1 in sub-category is selected.
3. Lesson Editor allows us to add, change or remove course and lessons on our own. It also allows us to review lesson's statistics.

The features of the Lesson editor screen are:

- It lets you insert .txt or .rtf text segments of any size.
 - It can split a long text into lessons of specific length.
 - It shows the number of words and symbols in a lesson.
 - It filters out symbols that are missing on the existing keyboard from the imported text (such as special word symbols or foreign language symbols).
 - Symbols covered by the lesson are highlighted on the virtual keyboard.
4. Error overview indicates different colors for correct and incorrect characters and for those characters whose time frame has been exceeded.

The colors indicate the following:

- Green color is for correct character.
 - Red color is for incorrect character.
 - Yellow color character shows that the time frame has been exceeded.
5. Typing speed calculated by different formulas:

$$\text{WPM} = (\text{Words without errors} + \text{Word with errors}) / \text{Time spent in minutes}$$

$$\text{Net WPM} = \text{WPM} - (\text{Words with errors} / \text{Time spent in minutes})$$

$$\text{CPM} = (\text{Characters without errors} + \text{Characters with errors}) / \text{Time spent in minutes}$$

6. Overall rating = (Net speed / Course goal: Speed) * 100%
- Net speed is Net WPM, Net CPM or Net KPM. The value depends on the current options.
 - Course goal: Speed is customised in the options for each course.

For example:

A student typed 90 words per 2 min with errors in 10 words. The course goal is 50 net wpm. Calculate the overall

$$\text{WPM} = 90 \text{ words} / 2 \text{ min} = 45 \text{ wpm}$$

$$\text{Net WPM} = 45 \text{ wpm} - (10 \text{ errors} / 2 \text{ min}) = 40 \text{ net wpm}$$

$$\text{Overall rating} = (40 \text{ net wpm} / 50 \text{ net wpm}) * 100\% = 80\%$$

G. Application Based Questions

1. Numeric Keypad
2. Using Detailed Statistics or result window