Revision Topic Related Chapter Data Entry And Keyboard Skills

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

Typing and deleting text:

For typing text in a document you should

❖ Click on the letters on the keyboard.

For deleting text in a document you should

❖ Use the backspace key or the delete key. The backspace key will remove text from behind (to the left key) your cursor position.

For typing numbers in a document you should

❖ Use the numbers lock or the numbers on the second row of keys on the keyboard.

Typing capital letters: To type capital letters, switch ON the Caps Lock by pressing the key before typing. A light will shine on the top right side corner of the keyboard that shows Caps lock is on. To switch it off, tap on the Caps lock key before typing.

Typing symbols: Press and hold the key and then press the key with the required symbol. There are two Shift keys on the keyboard — to the bottom left and right of the letters. The Shift key is used to access the top symbols that are one of the keys with two characters.

Typing sentences: To get space between typed words, press the space bar once and then type the next word.

Creating new lines and spaces between paragraphs: The Enter or return key is used to create new lines and spaces between paragraphs. Make sure that the cursor is flashing from a new line. It is also used to authorize instructions asked for the computer to perform.

Guide for typing: The cursor keys serve as a guide for typing. They can be used to move the position of the cursor. The cursor is the small downward line that flickers in a sentence while typing. Move the position of the cursor by clicking the position with a mouse.

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