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INFORMATION TECHNOLOGY FOR CLASS 9

STUDY MATERIAL

RAUSHAN DEEP DATE:-02.07.20XX (THURSDAY)

DATA ENTRY AND KEYBOARD SKILLS

1. Answer the following questions

- Discuss the various types of keys available on a computer keyboard.
- Differentiate between Home keys and guide keys.
- Why the use of various typing software is common now-a days?
- Mention the finger allocation of keys of the Bottom Row of computer keyboard.

2. Fill in the blanks

- A touch typist knows the location on the keyboard through _____ memory.
- The typing speed is measured in _____.
- Alphabets (A-Z) and numbers (0-9) are known as _____ keys.

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02.07.20XX