DATA ENTRY AND KEYBOARD SKILLS

1. Answer the following questions

a) Discuss the various types of keys available on a computer keyboard.

b) Differentiate between Home keys and guide keys.

c) Why the use of various typing software is common now-a days?

d) Mention the finger allocation of keys of the Bottom Row of computer keyboard.

2. Fill in the blanks

a) A touch typist knows the location on the keyboard through _____memory.

b) The typing speed is measured in _____.

c) Alphabets (A-Z) and numbers (0-9) are known as _____ keys.

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