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INFORMATION TECHNOLOGY FOR CLASS 9

STUDY MATERIAL BASED ON N.C.E.R.T

RAUSHAN DEEP DATE:-15.07.20XX (WEDNESDAY)

DATA ENTRY AND KEYBOARD SKILLS

Positioning of fingers on the keyboard

As a typing skill equivalent to pen or pencil now-a-days, mastery of computer keyboard has become obvious. Mastery typewriting skills means to knowledge and skill of keyboard operation by correct positioning of fingers.

In the Home Row Approach, also called horizontal Approach, all the eight fingers of both the hands rest on Home keys during the keyboard operation. Fingers are trained to make the correct movement to the other keys in such a way that each finger returns immediately to its home key after it has depressed the corresponding key in any other row.

Allocation of keys to fingers

The keyboard learning process starts from the second row (Home Row) followed by the Third Row (Upper Row), first Row (Bottom Row) and the Fourth Row (Number Row). The fingers of both the hands have to operate the keys allotted to them on each row. It must be remembered that each fingers has to operate only the key allotted to it.

Allocation of keys to fingers on the second Row (Home Row)

Place four fingers of each hand on home keys. The remaining two keys 'G' and 'H' on the second row are operated by the forefingers (INDEX FINGER) of left and right hand.

Let's Practice 1

Type the following in double line spacing to get perfection over the Home Row.

Asdfg;lkjh asdfg;lkjh asdfg;llkjh asdfg;lkjh asdfg;lkjh
Asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh
Asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh
Asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh

Instructions

- Do not look at the keyboard
- Each letter should come beneath the other
- Concentrate your mind on next
- Typing should be done quite accurately with constant rhythm.
- Repeat this process until mastery over this exercise.