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INFORMATION TECHNOLOGY FOR CLASS 9

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

RAUSHAN DEEP DATE:-16.07.20XX (THURSDAY)

DATA ENTRY AND KEYBOARD SKILLS

Let's Practice

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

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 asdfg;lkjh asdfg;lkjh asdfg;lkjh

Dask sad slak flask fads lall dask sad slak flask

Fads lall dask sad slak flask fads lall dask sad slak

Flask fads lall dask sad slak flask fads lall dask sad slak flask fads lall

dask sad slak flask fads lall dask sad slak flask

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.**

Undertake repeated practices of typewriting the character on the home Row Without looking at the keyboard.

RAUSHAN DEEP

**PGT (IT)
16.07.20XX**

