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INFORMATION TECHNOLOGY FOR CLASS 9

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

RAUSHAN DEEP

DATE:-20.07.20XX (MONDAY)

DATA ENTRY AND KEYBOARD SKILLS

ALLOCATION OF KEYS TO FINGER ON THE THIRD ROW (UPPER ROW)

The next step is the key-reach from the Home Row to row above. The learning begins with the reaches from 'a' to 'q' by left hand little finger and from ';' to 'p' by right hand little finger. This is followed by the placement of the third finger(Ring fingers) to the adjoining keys 'w' and 'o' and so on in the third row, the allotment of fingers is explained below.

| | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|
| LF | RF | MF | IF | IF | IF | IF | MF | RF | LF |
| Q | W | E | R | T | Y | U | I | O | P |

Figure : Allocation of fingers on the third row

While typing on the upper Row, keep fingers on home row. Left finger or left hand and strike upper row key one by one and type Q w e r t (r and t are typed by the same finger).

Now, again lift the fingers of right hand and strike upper row keys one after another and type P, O, I, U, Y (U and Y are typed by the same finger). You should ensure that one finger move at a time, while other fingers should remain on the home row.

ALLOCATION OF KEYS TO FINGERS ON THE FIRST ROW (BOTTOM ROW)

After learning how to operate keys on Home Row and Third Row, the next step is to learn how to operate keys on the First Row, Keys Z,X,C,V,B,N,M, Comma, Full Stop and '/' sign are located on this row.