DATA ENTRY AND KEYBOARD SKILLS

In order to enhance operational skills in the use of computers, knowledge of efficient and effective keyboarding skills and typing skills has become today.There are various methods of typewriting. In this chapter, we will study about various types of keys, typing and positioning of fingers on the keyboard

- ❖ Keyboarding skills : - Keyboard is the most common text-based input device. Computer keyboards are similar to electronic typewriter keyboards with additional keys. A keyboard generally has more than 100 keys. Each keys of a keyboard corresponds to a single symbol
- ❖ Types of keys:- There are several input devices mouse, touch screen, character or voice recognition, etc, used for giving input to the computer. A computer keyboard contains the following types of keys:
  - Alphanumeric keys: All of the alphabet (A-Z) and numbers (0-9) on the keyboard
  - Punctuation keys: All of the keys associated with punctuation such as the comma (,), period (.), semicolon (;), brackets ([]), and paranthesis({}) and so on. Also,all of the mathematical operators sucha s the plus sign(+), minus sign (-), and equal sign (=).
  - Alt keys: Short for alternate, this key is like a second control key.
  - Arrow keys: There are four arrow keys to move the cursor or (insertion point) up, down, right, left.
  - Shift or Alt keys: To move the cursor in more than one position at a time.
  - Backspace keys: Deletes the character just to the left of the cursor(or insertion point) and moves the cursor to the position.

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