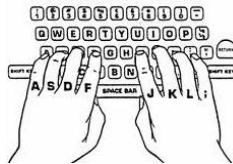


Assignment on Master Typing

1. What type of device is computer keyboard?
a) Memory b) Output c) Storage d) Input
2. The original ASCII code used...bits of each byte, reserving that last bit for error checking
a) 5 b) 6 c) 7 d) 8
3. The word length of a computer is measured in
a) Bytes b) Millimeters c) Meters d) Bits
4. Which of the following keys are not present on keyboard?
a) Alphanumeric b) Punctuation Keys c) Special Keys d) Main keys
5. Which type of layout is used in keyboard?
a) QWERTY b) AZERT c) QZERTY d) DVOARK
6. Which key is not present on Home row of keyboard?
a) G b) L c) V d) A



7. The picture below shows
a) Incorrect finger position b) Correct Finger Position
8. The little finger on the left hand is used to press letter
a) C b) M c) A d) S
9. What is the correct sitting position while typing?
a) Push your hips as far back as they can go in the chair.
b) Sit loose, like you would at the movie theater
c) Sit as close as you can to the computer, about one inch would be proper
d) None of the above
10. Thumbs are used to press
a) All the keys b) Spacebar c) Tab keys d) None of the keys

- Q1. What is touch typing?
- Q2. What are various stages of touch typing technique?
- Q3. What are the base positions of your fingers on keyboard?
- Q4. Write some points to be focused when you are sitting in front of computer.
- Q5. Write two advice/suggestions for successful touch typing practice.
- Q6. Write a short note on keyboard.
- Q7. What are the different types of keys present on QWERTY keyboard?
- Q8. What is the significance of shift key and tab key of keyboard?
- Q9. How many function keys are there on keyboard?
- Q10. Write steps to add a new course and delete a course on rapid typing software.
- Q11. What are the prerequisites to be followed while learning typing for the first time?
- Q12. What are the various components of rapid typing software?
- Q13. Write and explain the different levels of rapid typing software.
- Q14. What are the different components of lesson editor window?
- Q15. Write steps to insert a new lesson on rapid typing software.
- Q16. Write a short note on Interpretation of result on rapid typing software.