

Worksheet

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Name:

Roll No: Class: Section:

Date:

LET'S TYPE IN RAPIDTYPING

Chapter-4

A. Write 'T' for true and 'F' for false.

1. RapidTyping is a touch-typing program.
2. Lesson Area is a part of RapidTyping Window.
3. Typing without looking at the keyboard is known as touch typing.
4. Toolbar is present at the bottom of the RapidTyping window.

B. Label the RapidTyping window.

The screenshot shows the RapidTyping software window. At the top, there is a title bar and a menu bar. Below the menu bar is the Lesson Area, which displays the text 'f j d k f j d k' with a box around the first 'f'. Below the Lesson Area is a keyboard graphic with a text box that says 'Put your fingers in the base position: F J. Start by pressing any key'. At the bottom of the window is a toolbar. Three blue rounded rectangular boxes are provided for labeling: one above the Lesson Area, one below the keyboard graphic, and one below the toolbar.

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