

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO RAPID TYPING

Chapter-6

A. Fill in the blanks.

- is the area where you can practice the lesson.
- is located at the top of the Rapidtyping window.
- Typing without looking at the keyboard is known as typing.

B. Match the following.

- | | |
|------------------|---|
| 1. Keyboard Area | a. It displays the keys to be pressed and helps with suggestions. |
| 2. Toolbar | b. A process of writing by pressing keys on a keyboard |
| 3. Status Bar | c. It displays a color-coded virtual keyboard which helps us in placing the right fingers on the rights keys. |
| 4. Typing | d. The second bar below the Title bar is the toolbar. It lets us select the course and lesson. |

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

- RapidTyping is a touch-typing program.
- Lesson Area is a part of RapidTyping Window.
- Touch typing is the typing done through fingers without looking at the keyboard.