

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DATA ENTRY & KEYBOARD SKILLS

Unit-2 | Chapter-2

1. Guess who am I?

- I am the area where you can edit the text of the lesson and course in the Navigation Tree.
- I highlight the characters used in the selected lesson.
- I display the number and percentage of words, characters, spaces and special characters pressed in the lesson.
- I am the area to edit student properties in the Navigation Tree.
- I am a key to erase the characters that come after the cursor.
- I am a finger used to right click.
- I am a way to check the accuracy, speed, slow keystrokes, common error, etc. in a single window.

2. Write short notes on:

- Toggle Keys
- Detailed Statistics
- Drag
- Guide keys

3. Match the following:

- | | |
|-----------------------|--|
| 1. Virtual Keypad | a. It lies above the virtual keypad and displays the lesson length, progress of the lesson and sound controller. |
| 2. Lesson Control | b. It displays the student's performance by analyzing speed, accuracy, mistakes, etc. |
| 3. Toolbar | c. It gives the liberty to create or edit course and lesson. |
| 4. Status Bar | d. It contains Select Course and Lesson Control tools. |
| 5. Student Statistics | e. It is used to select, start, stop and restart the current lesson. |
| 6. Lesson Editor | f. It is a type of on-screen keyboard. |

4. Answer the following questions:

- Name the common terms related with mouse.
- What is the use of 'Overall Rating' in Result Interpretation?
- Explain in brief the correct position of hands and body while typing.
- What is touch typing?