

Worksheet

1

Name:

Roll No: Class: Section:

Date:

DATA ENTRY AND KEYBOARDING SKILLS

Unit-2

1. Tick (✓) the correct option.

- (a) How many function keys are there on the keyboard?
- | | | | |
|---------|--------------------------|---------|--------------------------|
| (i) 10 | ☐ | (ii) 12 | ☐ |
| (iii) 2 | ☐ | (iv) 9 | ☐ |
- (b) When a is pressed, an electrical signal is generated.
- | | | | |
|------------------|--------------------------|-------------------|--------------------------|
| (i) Number key | ☐ | (ii) Function key | ☐ |
| (iii) Letter key | ☐ | (iv) All of these | ☐ |
- (c) Which button of the mouse is used to open the context menu?
- | | | | |
|--------------|--------------------------|--------------------|--------------------------|
| (i) Left | ☐ | (ii) Right | ☐ |
| (iii) Middle | ☐ | (iv) None of these | ☐ |
- (d) A never looks at the keyboard.
- | | | | |
|-------------------------|--------------------------|----------------------|--------------------------|
| (i) Touch typist | ☐ | (ii) Beginner typist | ☐ |
| (iii) Both (i) and (ii) | ☐ | (iv) None of these | ☐ |
- (e) Which part of the RapidTyping windows is used to select course and lesson from the toolbar?
- | | | | |
|----------------------|--------------------------|--------------------|--------------------------|
| (i) Current Lesson | ☐ | (ii) Lesson Editor | ☐ |
| (iii) Lesson Control | ☐ | (iv) Status Bar | ☐ |
- (f) Which of the following buttons is used to add new course?
- | | | | |
|-----------------------|--------------------------|---------------------|--------------------------|
| (i) Create new course | ☐ | (ii) Add new course | ☐ |
| (iii) New course | ☐ | (iv) Course | ☐ |
- (g) Which button is used to split a lesson into multiple smaller lessons?
- | | | | |
|-----------------------|--------------------------|---------------------|--------------------------|
| (i) Create new course | ☐ | (ii) Add new course | ☐ |
| (iii) New course | ☐ | (iv) Course | ☐ |

2. Fill in the blanks.

- (a) is a method of typing without looking at the keyboard.
- (b) means to move the mouse pointer to the required place on the computer screen.
- (c) shows the percentage of completion of the current lesson.
- (d) gives complete freedom to create and edit lesson.
- (e) In RapidTyping software, once the lesson is completed, the window will appear.