TRACKPAD
IT 402 OPENOFFICE

ORANGE

Worksheet
2

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

DATA ENTRY AND KEYBOARDING SKILLS

Unit-2

1. Guess who am I?

(a) I am the area where you can edit the text of the lesson and course in the Navigation Tree.

(b) I highlight the characters used in the selected lesson.

(c) I display the number and percentage of words, characters, spaces and special characters pressed in the lesson.

(d) I am the area to edit student properties in the Navigation Tree.

(e) I am a key to erase the characters that come after the cursor.

(f) I am a finger used to right click.

(g) I am a way to check the accuracy, speed, slow keystrokes, common error, etc. in a single window.

2. Write short notes on:

(a) Toggle Keys

(b) Detailed Statistics

(c) Drag

(e) 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:

(a) Name the common terms related with mouse.

(b) What is the use of 'Overall Rating' in Result Interpretation?

(c) Explain in brief the correct position of hands and body while typing.

(d) What is touch typing?

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....