

# Worksheet

1

Name: .....

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

Date: .....

## DATA ENTRY AND KEYBOARDING SKILLS

### Unit-2

#### 1. Tick (✓) the correct option.

- (a) Which button of the mouse is used to open the context menu?
- |              |                          |                    |                          |
|--------------|--------------------------|--------------------|--------------------------|
| (i) Left     | <input type="checkbox"/> | (ii) Right         | <input type="checkbox"/> |
| (iii) Middle | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (b) A ..... never looks at the keyboard.
- |                         |                          |                      |                          |
|-------------------------|--------------------------|----------------------|--------------------------|
| (i) Touch typist        | <input type="checkbox"/> | (ii) Beginner typist | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these   | <input type="checkbox"/> |
- (c) Which part of the RapidTyping windows is used to select course and lesson from the toolbar?
- |                      |                          |                    |                          |
|----------------------|--------------------------|--------------------|--------------------------|
| (i) Current Lesson   | <input type="checkbox"/> | (ii) Lesson Editor | <input type="checkbox"/> |
| (iii) Lesson Control | <input type="checkbox"/> | (iv) Status Bar    | <input type="checkbox"/> |
- (d) Which of the following buttons is used to add new course?
- |                       |                          |                     |                          |
|-----------------------|--------------------------|---------------------|--------------------------|
| (i) Create new course | <input type="checkbox"/> | (ii) Add new course | <input type="checkbox"/> |
| (iii) New course      | <input type="checkbox"/> | (iv) Course         | <input type="checkbox"/> |
- (e) Which button is used to split a lesson into multiple smaller lessons?
- |                       |                          |                     |                          |
|-----------------------|--------------------------|---------------------|--------------------------|
| (i) Create new course | <input type="checkbox"/> | (ii) Add new course | <input type="checkbox"/> |
| (iii) New course      | <input type="checkbox"/> | (iv) Course         | <input type="checkbox"/> |
- (f) The earliest typewriter keyboard with QWERTY layout was designed by an American inventor .....
- |                               |                          |                    |                          |
|-------------------------------|--------------------------|--------------------|--------------------------|
| (i) Christopher Latham Sholes | <input type="checkbox"/> | (ii) Shai Coleman  | <input type="checkbox"/> |
| (iii) Frank Edward McGurrin   | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |

#### 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.
- (f) ..... is a modifier key used in combination with the other keys to execute a command in the operating system.
- (g) ..... key is always pressed by using the little finger.