

# CLASS IX

## I.T(402) - UNIT III MASTERING

### TYPING

Q1. What is touch typing?

Touch typing is a method of typing without using the sense of sight to find the keys. Specifically, a touch typist will know their location on the keyboard through muscle memory. Touch typing typically involves placing the eight fingers in a horizontal row along the middle of the keyboard (the *home row*) and having them reach for other keys. Touch typing can be done using two hands or possibly only with one.

Q2. What are various stages of touch typing technique?

Touch typing improves typing speed and accuracy. A touch typist never looks at the keyboard. The fingers hit the right keys by force of habit. The typist is entirely focused on the text being typed, reading the words and phrases as the fingers type the text reflexively. Touch typing can be learned by performing special exercises.

Stage one of the process begins with learning the home row of the keyboard (the row beginning with the Caps Lock key). Looking at the keyboard is strictly forbidden. This is followed by learning the lower and upper rows, the numbers row, upper-case letters and special symbols.

Stage two involves memorizing frequently used syllables and typing words containing these syllables. Stage three involves typing actual text to perfect the skills acquired.

Q3. What are the base positions of your fingers on keyboard?

The F, D, S, A, and J, K, L, ; keys (on a QWERTY keyboard) represent the base position. Keyboards usually have small protrusions on the F and J keys. They help your fingers locate the base position without looking at the keyboard. Try to return your fingers to the base position after each keystroke.

Q4. Write some points to be focused when you are sitting in front of computer.

While at the computer, sit straight (see the picture above ) Always remember to keep your back straight.

- Keep your elbows bent at the right angle.

- Face the screen with your head slightly tilted forward.
- There should be at least 50-80 cm of distance between your eyes and the screen. In other words, your outstretched arm should barely touch the screen.
- The optimum height of the tabletop or under-desk keyboard drawer is 68 to 73 cm from the floor.
- The chair and table height should be chosen so as to expose the shoulder, arm, and wrist muscles to the least possible strain. The wrists can touch the tabletop in front of the keyboard. Never shift even a portion of your body weight to the wrists by resting on them.

Q5. Write two advice/suggestions for successful touch typing practice.

Advice for successful touch typing practice

- Do not rush at the early stages of learning. High speed makes sense only when the fingers can hit the right keys by force of habit. Take your time when typing to avoid mistakes. The speed will pick up as you progress.
- You should establish and maintain a rhythm while typing. This means that keystrokes should come at equal intervals.
- Hit keys only with the fingers for which they have been reserved.
- Limit your hand and finger movement only to what is necessary to press a specific key. Keep your hands and fingers close to the base position. This improves typing speed and reduces stress on the hands.
- Don't look at the keys when you type. Just slide your fingers around until they find the home row marking.
- Don't hammer on the keys. Try using the minimum force possible.
- To switch between upper/lower case always use the opposite hand.

Q6 Explain various components/controls of Rapid Typing Window.

The window is composed of the following controls:

- Taskbar lets you set or change *on the fly* some basic options to start a lesson (keyboard layout, level, lesson, and background).
- Three *horizontal* buttons in the *top-right* corner (Options, About and Help) can display the corresponding dialogs.
- Three *vertical* buttons in the *top-left* corner (Lesson, Statistics and Lesson Editor) are used for

switching between current lesson, User Statistics and Lesson Editor.

- Text Panel is the area where the text to be typed is displayed. You can easily edit it in Lesson Editor, if necessary.
- Lesson Control Panel includes several controls to pause/resume the current lesson, enable/disable sounds, and adjust the sound volume.
- Keyboard is the virtual keyboard that will help you to learn touch typing with all ten fingers. You can customize its appearance in the 'Lesson' section.

Q7 Explain different types of mistakes that occurred during the lesson.

we can check your mistakes that occurred during the lesson. The color indication is as follows:

- Green letters denote right inputs.
- Yellow letters stand for right inputs exceeding the acceptable timeframe.
- Red letters denote wrong inputs within the acceptable timeframe.
- Orange letters indicate wrong inputs that also exceed the acceptable timeframe (it's the worst result).

Q8 Explain Error Window of the Rapid Typing.

This tab shows your errors and delays percentage both in the graphical and table view. This will help you to better understand which letters are still hard for you to type. You can switch between the Errors in percent chart (by clicking the button just below the tabs) and Delay in percent chart (by clicking the button).

On the bar chart, the X-axis corresponds to the letters used in the lesson, while the Y-axis shows you the errors/delays related to each letter. If there aren't any errors and delays for a certain character, it won't show up on the chart. The table below represents the same data with the exact numbers.

Q9 Write the options to review our statistics and progress both in graphical and table view.

We can review your overall statistics and progress both in graphical and table view. The following options are available:

- Click the button in the top-left corner of the window (or press Ctrl+1 on your keyboard) to see your CPM speed (characters per minute) progress.
- Click the button (or press Ctrl+2 on your keyboard) to see your WPM speed (words per minute) progress.

- Click the button (or press Ctrl+3 on your keyboard) to see how your typing accuracy changes in the different lessons.
- To remove a metric from your statistics, select a lesson in the right table and click the button (or press Delete on your keyboard).

On the Taskbar in the upper part of the window, you can choose *keyboard layout*, *level* and *course* for which you'd like to see statistics.

Q10. What are the different components of lesson editor window?

Lesson Editor window is composed of the following controls:

- Taskbar lets you select the keyboard layout and level of the lesson you'd like to edit.
- Toolbar includes buttons for adding a new lesson, inserting text from file and saving changes.
- Navigation Tree shows the existing courses and lesson hierarchy.
- Text Panel is the area where you can edit the text of the lesson currently selected in the Navigation Tree.
- Lesson Metrics displays the number and percentage of words, characters, spaces and specific characters in the lesson.
- And Keyboard is the virtual keyboard that highlights the characters used in the currently selected lesson. You can customize its appearance in the 'Lesson' section.

Lesson Editor makes all the lessons fully customizable. You can add, insert, change, and

Q11. Write steps to insert a new lesson on rapid typing software.

To add a new lesson, perform the following:

Choose the keyboard layout and level from the drop-down list on the Taskbar.

- In the Navigation Tree, choose the course where you want to add the lesson.
- Click the button on the Toolbar (or press Ctrl+N on your keyboard).
- Fill out the fields in this dialog: specify the name of the lesson in Lesson Title, verify the course where the lesson should be added, select Lesson Type from the drop-down list and click OK. A new lesson will be added to the selected course and will show up in the Navigation Tree.