

Data Entry and Keyboarding Skill

Class IX , Ch-2(IT #402)

Period4

CHANGING YOUR TOMORROW

Allocation of keys to fingers on the third row (upper row)

- The next step is learning the key-reaches from the Home Row to the row above it. The learning begins with the reaches from 'a' to 'q' by left hand little finger and from ';' to 'p' by right hand little finger.
- This is followed by the placement of the third fingers (Ring fingers) to the adjoining keys 'w' and 'o' and so on (Figure 2.10). In the third row, the allot
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CHANGING YOUR TOMORROW

LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
Q	W	E	R	T	Y	U	I	O	P

Fig: 2.10: Allocation of fingers on the third row

Let's Practice 3

- **A. Type the following words and sentences in double line spacing to practice the Upper Row of the keyboard.**
- *qwerty poiuy qwerty poiuy qwerty poiuy qwerty poiuy qwerty poiuy qwerty poiuy post quite type quay poleripe hope wait role what show flow goal wool post quite type quay pole ripe hope wait role what show flow goal wool self help is the order of the day. Self help is the order of the day the writer was happy, the writer was happy.*
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CHANGING YOUR TOMORROW

Allocation of keys to fingers on the first row (bottom row)

After learning how to operate keys on Home Row and Third Row, the next step is to learn how to operate keys on the First Row. Keys Z, X, C, V, B, N, M, Comma, Full Stop and '/' sign are located on this row.

- In the earlier two rows, all the eight fingers of both the hands were used to operate the keys. But while typewriting on the First Row, little finger of left hand is not used, i.e., no key is assigned to it. So, from the Home Row, turn downwards the Ring Finger of left hand and strike key 'z'. Similarly, type keys 'x' and 'c' with middle and forefinger, respectively. Type full stop, comma, m, n with little, Ring, Middle and forefinger of right hand, respectively, which will appear as given below.
- z x c . , m n
- Alphabets 'v' and 'b' are to be typed with forefinger of left and right hand, respectively.

CHANGING YOUR TOMORROW

Allocation of keys on bottom row is depicted below:

LF	RF	MF	IF	IF
-	Z	X	C	V

IF	IF	MF	RF	LF
B	N	M	,(Comma)	.(Fullstop)



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CHANGING YOUR TOMORROW

Let's Practice 4

- A. Type the following words in double line spacing to practice the Bottom Row of the keyboard.**
- gamer oxytime taxim ind camp jumplazy, size; zeal, haze, zone; zinc.
Gamer oxytime taxim ind camp jumplazy, size; zeal, haze, zone; zinc.
on, no, man, can, child, chalk, number, member, remember, general
on, no, man, can, child, chalk, number, member, remember, general*

CHANGING YOUR TOMORROW

Allocation of keys to fingers on the Fourth Row (Number Row)

- In this row, type 1, 2, 3 with little, ring and middle 9 fingers of the left hand, respectively, and 4 and 5 with the index finger (forefinger). Similarly type 0, 9, 8 with little, ring and middle fingers of right hand, respectively, 7 and 6 with index finger (forefingers).

CHANGING YOUR TOMORROW

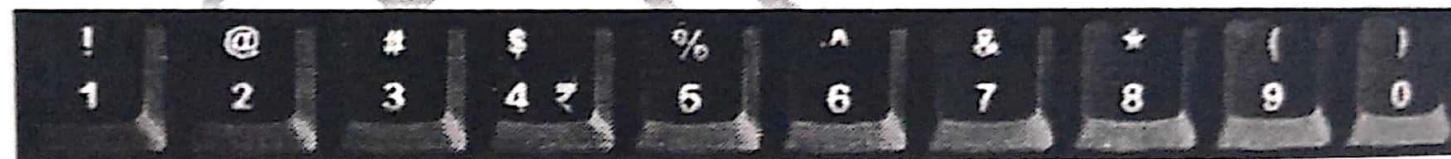
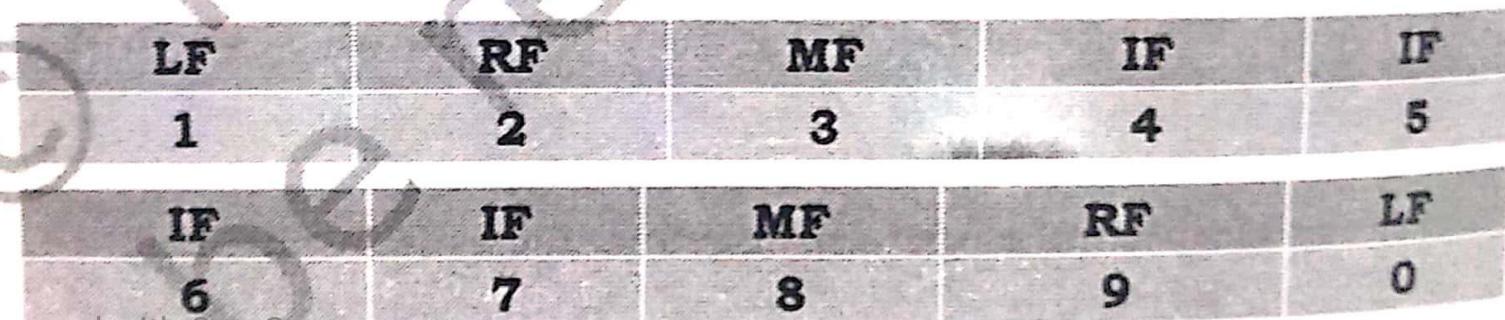


Fig. 2.11 Numeric Keypad on keyboard



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CHANGING YOUR TOMORROW

Home Assignment

- 1. Mention the finger allocation of keys of the Bottom Row of computer keyboard.

CHANGING YOUR TOMORROW

THANKING YOU **ODM EDUCATIONAL GROUP**

CHANGING YOUR TOMORROW