

DATA ENTRY AND KEYBOARDING SKILLS

Data Entry: Data entry is the process of inputting data or information into the computer using devices such as a keyboard, scanner, disk, and voice.

Keyboarding Skills:

- Keyboarding skills are a set of skills required to operate a keyboard smoothly while typing.
- Keyboarding is a skill which is required whenever you need to type.
- A keyboard generally has more than 100 keys.

Types of Keys

Alphanumeric keys: All of the alphabet (A-Z) and numbers (0-9) on the keyboard.

Punctuation keys: All of the keys associated with punctuation, such as the comma (,), period (.), semicolon (;), brackets ([]), and parenthesis ({ }) and so on. Also, all of the mathematical operators such as the plus sign (+), minus sign (-), and equal sign (=).

Alt key: Short for Alternate, this key is like a second control key.

Arrow keys: There are four arrow keys to move the cursor (or insertion point) up (↑), down (↓), right (→), or left (←). Arrow keys can be used in conjunction with the

Shift or Alt keys: To move the cursor in more than one position at a time.

Caps Lock key: It is a toggle key, which when activated, causes all alphabetic characters to be Uppercase.

Ctrl key: The control key is used in conjunction with other keys to produce control characters. The meaning of each control character depends on which program is running.

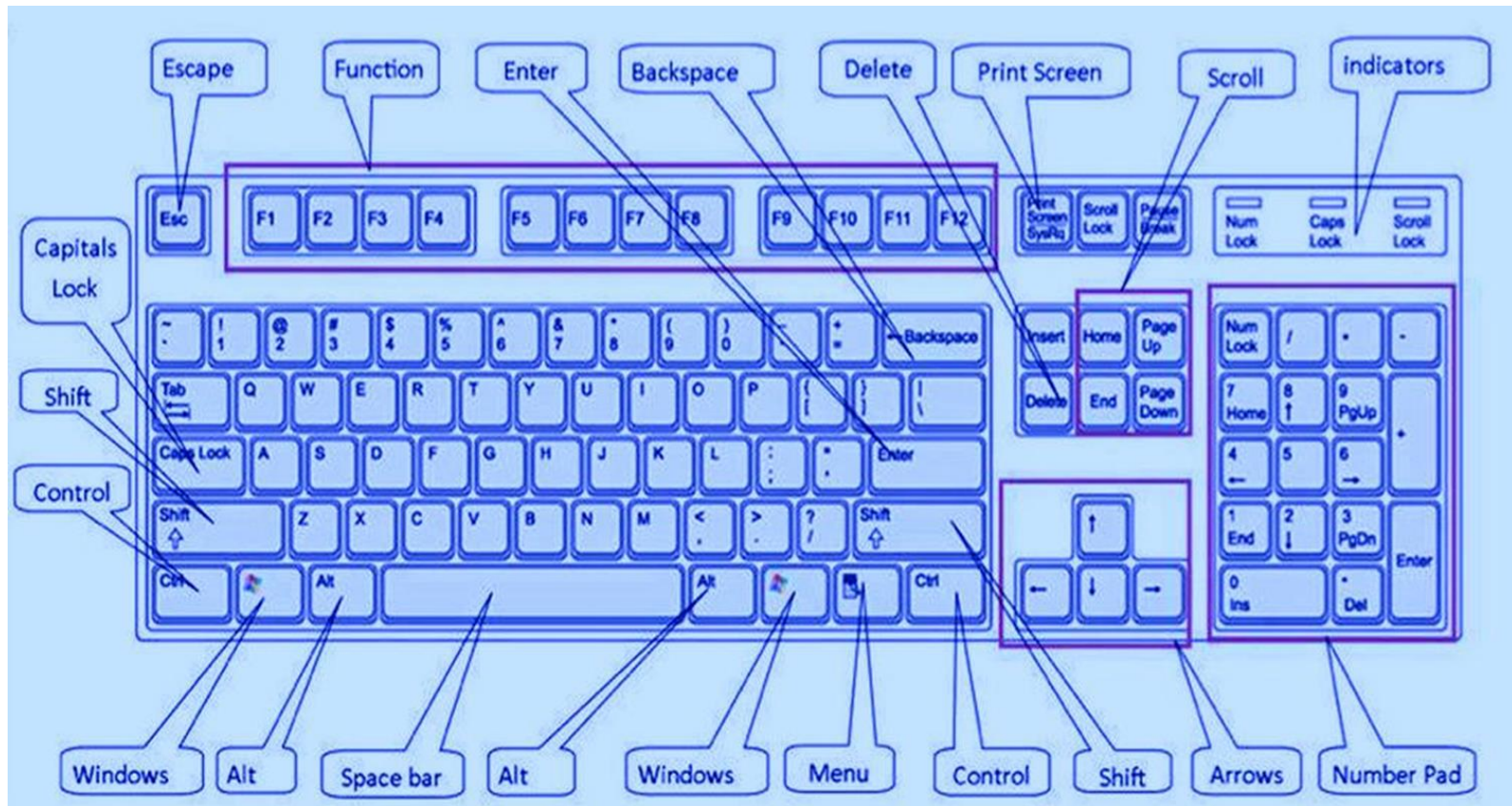
Backspace key: Deletes the character just to the left of the cursor (or insertion point) and moves the cursor to that position.

Delete key: The Del key deletes the character at the current cursor position, or the selected object, but does not move the cursor. For graphics-based applications, the delete key deletes the character to the right of the insertion point.

Enter key or Return key: It is used to enter commands or to move the cursor to the beginning of the next line.

Esc key: The Escape key is used to send special codes to devices and to exit (or escape) from programs and tasks.

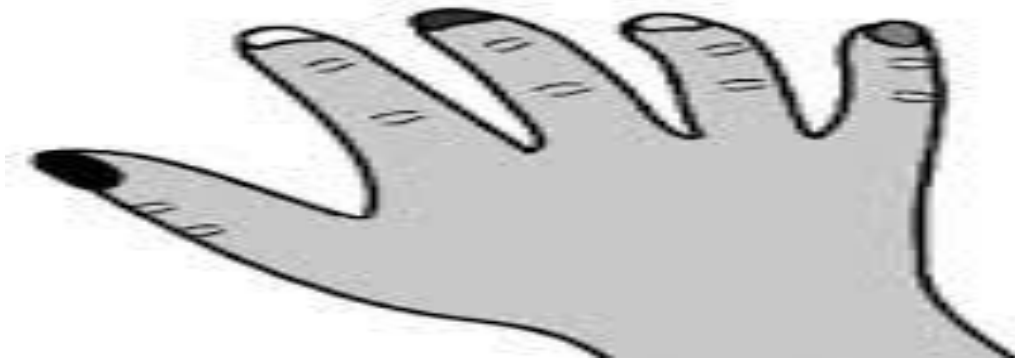
Function keys: Special keys labelled F1 to F12. These keys have different meaning depending on which program is running.



Numeric keypad:

- Numeric keypad is used when enormous numeric data is to be entered.
- This keypad is just like a simple calculator.
- It contains numbers 0 to 9, addition (+), subtraction (-), multiplication (*), and division (/) symbols, a decimal point (.) and Num Lock and Enter keys.
- Numeric keypad may also work on dual mode, it contains various keys like arrow keys, page up, page down, etc.
- Numeric Keypad contains **5 rows** and **4 columns**.
- In numeric keypad home row is 4 5 6 +
- In numeric keypad 5 is guide key.
- In numeric keypad 0 (zero) is pressed with right hand thumb.

Number Row (Right Hand)			
RF	RF	MF	IF
	/	*	-
7	8	9	+
4	5	6	
1	2	3	Enter
0		.	



Home Keys:

- Alphabets **ASDF** are home keys for the left hand.
- ; (semi-colon) **LKJ** are home keys for the right hand.

Guide Keys:

- On a computer keyboard, keys 'F' and 'J' are called guide keys for left and right hand respectively.




Pointing devices:

- Instead of typing, directly some items can be selected from computer screen, for example "print" or "close" button.
- This can be done using point and draw devices, such as mouse.
- Not only to select but drawing of line, curve and shapes is also possible with such devices.
- Examples: touch pad or track ball, touch screen, joystick etc.

Mouse:

- Mouse is pointing device used to point a particular place on the screen and select to perform one or more actions.
- It can be used to select menu commands, resize windows, selecting actions from screen icons, etc.
- A mouse has three parts: the buttons, the handling area and the rolling object.

Mouse Pointer: The mouse pointer allows to point on the screen.

-  This mouse pointer will appear as you move it around the screen. It can be also used to move things.
-  This mouse pointer will also appear as you move it around the screen, particularly if it is text.
-  While working on a web browser, the pointer change to a pointing finger symbol as move it over the page.

Mouse operations:

- (a) **Click or Left click :** It is used to select an item
- (b) **Double click :** It is used to start a program or open a file.
- (c) **Right click :** It is used to display a set of commands and available options.
- (d) **Drag and drop :** It allows to select and move an item from one location to another.
- (e) **Scroll :** Many applications provide scrollbars on right side of screen if the page length is more than the monitor/screen length.

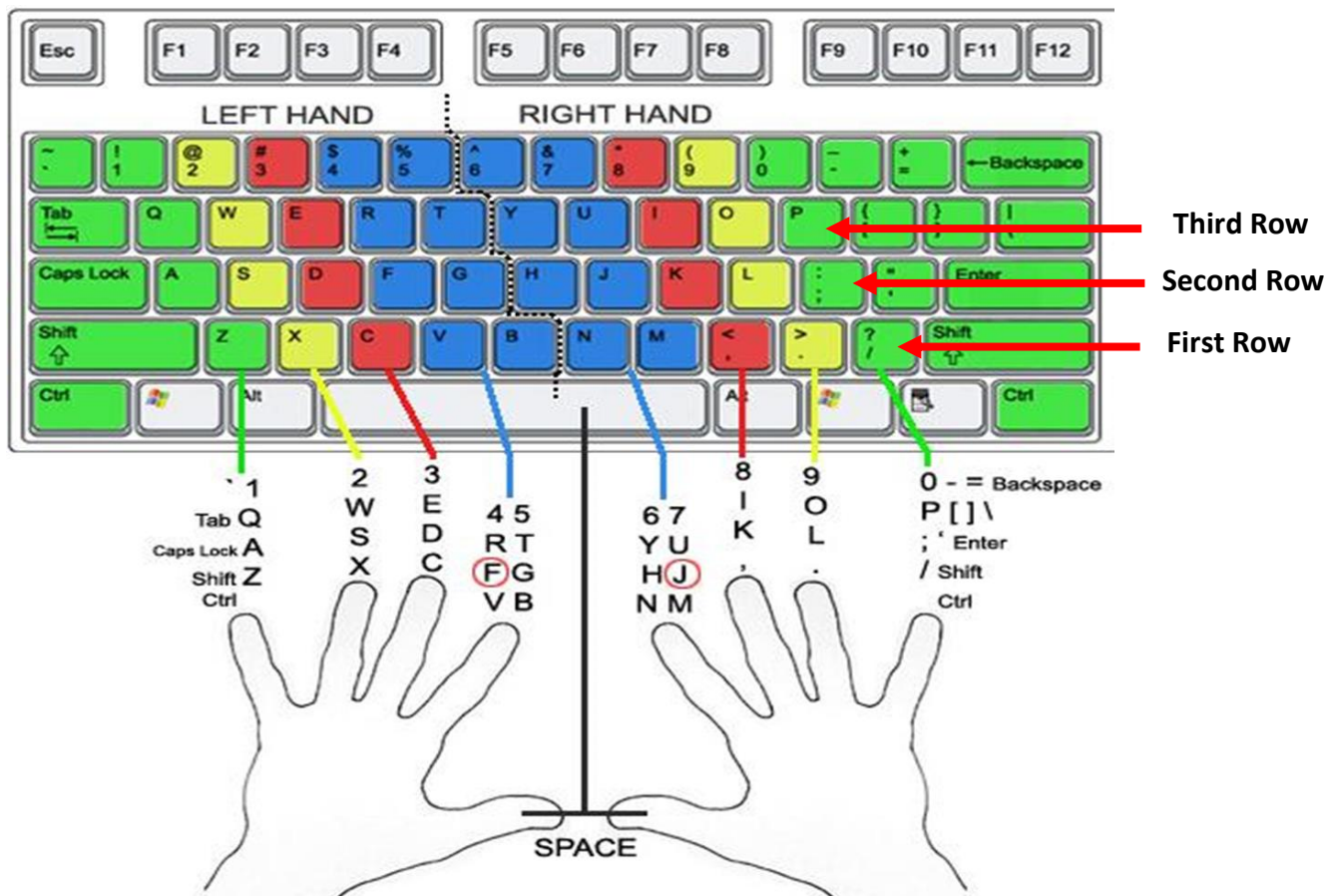
Typing Ergonomics:

- Sitting posture
- Position of hands
- Monitor placement
- Mouse and keyboard placement
- Chair and table placement
- Placement of matter to be typed

Positioning of fingers on the keyboard:

- In the Home Row Approach, also called Horizontal Approach, all the eight fingers of both the hands rest on Home Keys during the keyboard operation.
- The thumb of the right hand is used to operate the Space Bar.

Allocation of keys to fingers :



Answer :

Note

Left Little finger - LL
Left Ring finger - LR
Left Middle finger - LM
Left Pointer finger - LP

Note

Right Little finger - RL
Right Ring finger - RR
Right Middle finger - RM
Right Pointer finger - RP

First Row : LL-Z, LR-X, LM-C, LP-V, LP-B
RL-/, RR-., RM-., RP-M, RP-N

Second Row: LL-A, LR-S, LM-D, LP-F, LP-G
RL-;, RR-L, RM-K, RP-J, RP-H

Third Row: LL-Q, LR-W, LM-E, LP-R, LP-T
RL-P, RR-O, RM-I, RP-U, RP-Y

Successful keyboarding tips :

- Press the keys with feather touch and do not put undue pressure.
- Rest your fingers on Home row while typing.
- Allow your fingers to fall naturally on the keys so that each rests on top of the next key along the same horizontal row.
- While typing, release the key immediately as soon as you press it. Holding the key for long time, will repeatedly type the same character.
- Do not look at the keyboard while practicing.
- Press the keys with equal intervals of time in rhythm.
- Press the keys only with the fingers allotted for them.
- While pressing a key, say slowly pronounce the character on the key.
- Do not take any mental stress while typing.
- Secure typing ergonomics.
- Maintain patience if committed mistake at initial stage.
- Maintain a balance between speed and accuracy, as both are equally important. Do not sacrifice accuracy for speed.
- To gain mastery of computer keyboard, undertake repeated practice of typewriting words, sentences, passages and figures without looking at the keyboard.

Shortcut Keys:

Shortcut	Description
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink .
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt, F, A	Save the document under a different file name.
Ctrl+T	Create a hanging indent .
Ctrl+U	Underline the selected text.
Ctrl+V	Paste .
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.