Century 21 Jr.

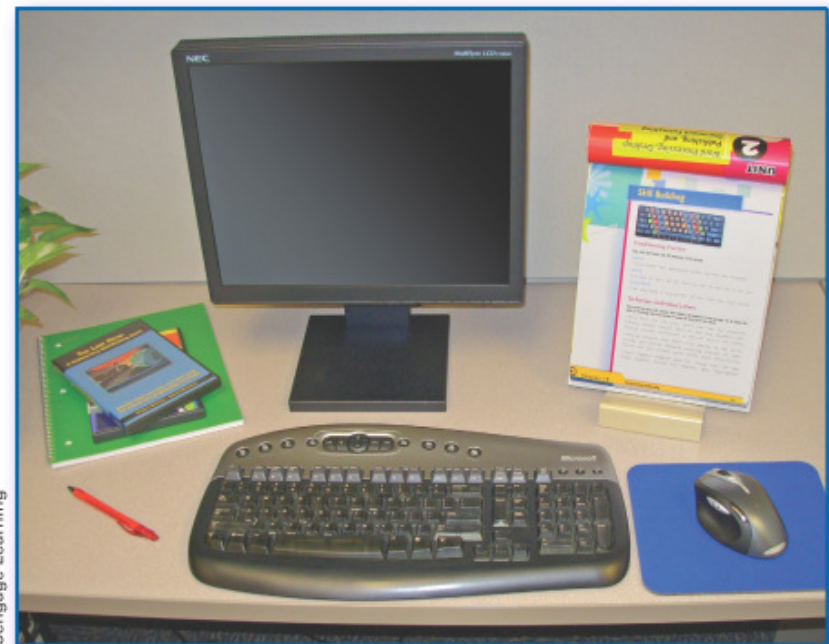## Input Technologies & Computer Applications

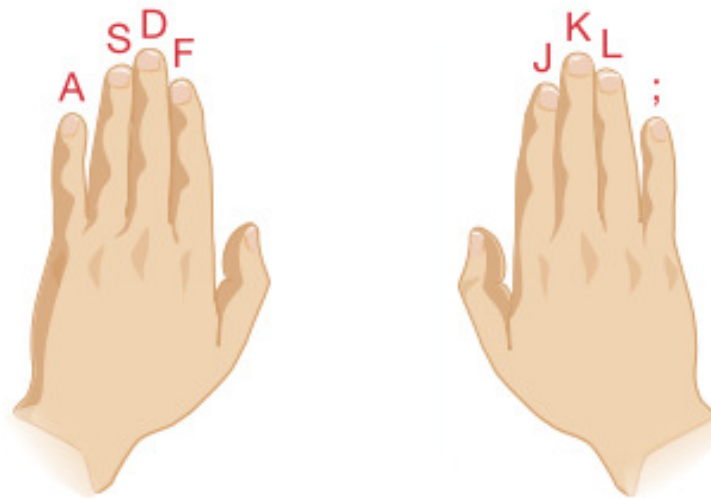Review: Chapter 4 – Letter Keys

Work Area Arrangement

- Keyboard directly in front of the chair and even with the edge of the desk

- Monitor placed for easy viewing

- Book at the right of the keyboard

Cengage Learning

Keying Position

Wrists not touching keyboard

Body erect and back in chair

Arms following slant of keyboard

Fingers curved over keyboard

Feet on floor

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Home Key Position

Keying and Spacing

Curve fingers and
tap the keys.

Tap the Space Bar
with a quick down-
and-in motion.

ENTER Key

- Returns the insertion point to the *left* margin and *down* one line

- Reach out with your little finger and tap the ENTER key quickly

- One tap = SS

- Two taps = DS

Learning New Keys

- Find the key on the keyboard chart
- Find the key on your keyboard
- Note which finger is used for the key
- Place your fingers in home-key position
- Watch your finger as you try the new key
- Key the set of drill lines provided

Top-Row Keys

- Keep your fingers curved as you reach to keys on the top row

- Keep at least one finger anchored on the home row

- Reach up without moving your hands away from your body

Tap the E key with the left middle finger

Bottom-Row Keys

- Keep your fingers curved as you reach to keys on the bottom row

- Keep at least one finger anchored on the home row

- Reach down without moving your hands towards your body

Tap the N key with the right index finger

RIGHT SHIFT Key

- Use to create capitals of letters keyed with the left hand
    - Hold down the RIGHT SHIFT key with the right little finger
    - Tap the letter with a finger on the left hand
    - Release the RIGHT SHIFT key

CAPS LOCK Key

- Use to key a series of capital letters
  - Tap the CAPS LOCK key
  - Key the letters you want to be in capitals
  - Tap the CAPS LOCK key again to turn off this feature

Tap the CAPS LOCK key with the right little finger

TAB Key

- Use to move the insertion point to set locations on the line
- Use to indent paragraphs

Tap the TAB key with the left little finger

BACKSPACE Key

- Use to delete characters to the left of the insertion point
- Tap once to delete one character
- Hold down the key to delete several characters

Tap the BACKSPACE key
with the right little finger

Spacing Tips

- Space once after a semicolon
- Space once after a comma
- Space twice after a period at the end of a sentence
- Space once after a period <u>following</u> initials and abbreviations
- Do not space after a period <u>within</u> abbreviations

Technique Tips

- Keep your fingers curved and upright
- Keep your wrists low but *not* resting on the desk or keyboard
- Keep your arms parallel to the keyboard slant
- Keep your hands and arms steady
- Keep your eyes on the copy
- Tap ENTER quickly and begin a new line without pausing

Review Question

1. Which of the following is <u>not</u> required in a proper work-area arrangement?

   a. Front edge of keyboard even with desk edge

   b. Book at the right of the keyboard

   c. Keyboard directly in front of the chair

   d. Monitor directly in front of the keyboard

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

1. Which of the following is <u>not</u> required in a proper work-area arrangement?

    a. Front edge of keyboard even with desk edge

    b. Book at the right of the keyboard

    c. Keyboard directly in front of the chair

    d. Monitor directly in front of the keyboard

Review Question

2. Which of the following is Not a home key?

   a. g

   b. ' (apostrophe)

   c. ;

   d. y

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

2. Which of the following is NOT a home key?

   a. g

   b. ' (apostrophe)

   c. ;

   d. y

Review Question

3. Which of the following is <u>not</u> part of a proper keying position?

   a. Sitting back in the chair

   b. Wrists low

   c. Forearms parallel to the desk

   d. Feet on the floor

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

3. Which of the following is <u>not</u> part of a proper keying position?

   a. Sitting back in the chair

   b. Wrists low

   c. Forearms parallel to the desk

   d. Feet on the floor

Review Question

4. Which item is followed by more than one space?

   a. Period (.) at the end of a sentence

   b. Comma (,)

   c. Semicolon (;)

   d. Period (.) following initials

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

4. Which item is followed by more than one space?

   a. Period (.) at the end of a sentence

   b. Comma (,)

   c. Semicolon (;)

   d. Period (.) following initials

Review Question

5. Which item in the list below is <u>not</u> a good keyboarding technique?

   a. Space with a down-and-in motion

   b. Reach up while moving your hands slightly towards your body

   c. Keep your index finger anchored to **J** when you use the BACKSPACE key

   d. Space quickly after keying each word

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

5. Which item in the list below is <u>not</u> a good keyboarding technique?

   a. Space with a down-and-in motion

   b. Reach up while moving your hands slightly towards your body

   c. Keep your index finger anchored to **J** when you use the BACKSPACE key

   d. Space quickly after keying each word