

# Century 21 *Jr.*

Input Technologies &  
Computer Applications

KEYBOARDING

Review: Ch. 5 – Number and Symbol Keys

# Proofreader's Marks

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- Use to mark changes or corrections on rough drafts

^	= insert
⌘	= add space
∩	= transpose
∪	= delete
⊂	= close up
≡	= capitalize
lc	= lowercase

# Spacing Tips

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- Do not space between a figure and
  - / or \$ (examples: 1/2 and \$4)
  - % or – (examples: 5% and 3-room)
- Do not space between # and a figure (example: Check #38)
- Space once before and after & used to join names (example: Adams & Brown)

## Spacing Tips (cont'd)

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- Do not space between parentheses () and the words they enclose
  - Example: (there is no space)

# Ergonomics

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- Study of how the work environment and tools affect people
- Ergonomic guidelines include:
  - Adjust the angle of the monitor to view it comfortably and reduce glare
  - Use a chair that allows you to sit up straight
  - Place the keyboard at a comfortable height

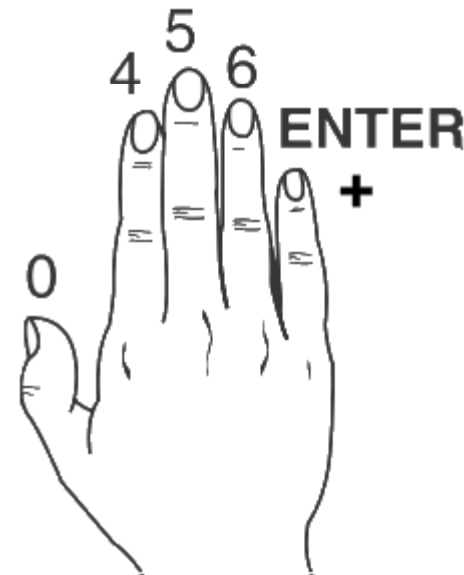
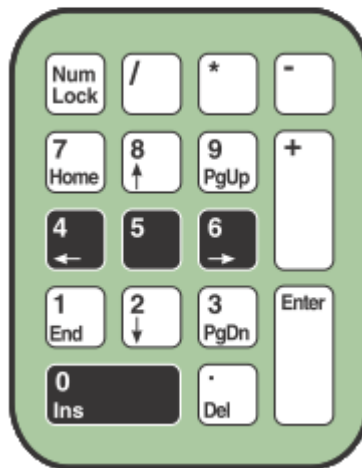
# Repetitive Stress Injury

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- Caused by repeated movement of a part of the body
- Carpal tunnel syndrome (CTS) is one form related to keyboard use
- To help avoid CTS
  - Place the keyboard and monitor at a position that is comfortable for you
  - Use proper keying position
  - Take frequent breaks from keying

# Numeric Keypad

- Home key position
- You may need to tap the NUM LOCK key



## Numeric Keypad (cont'd)

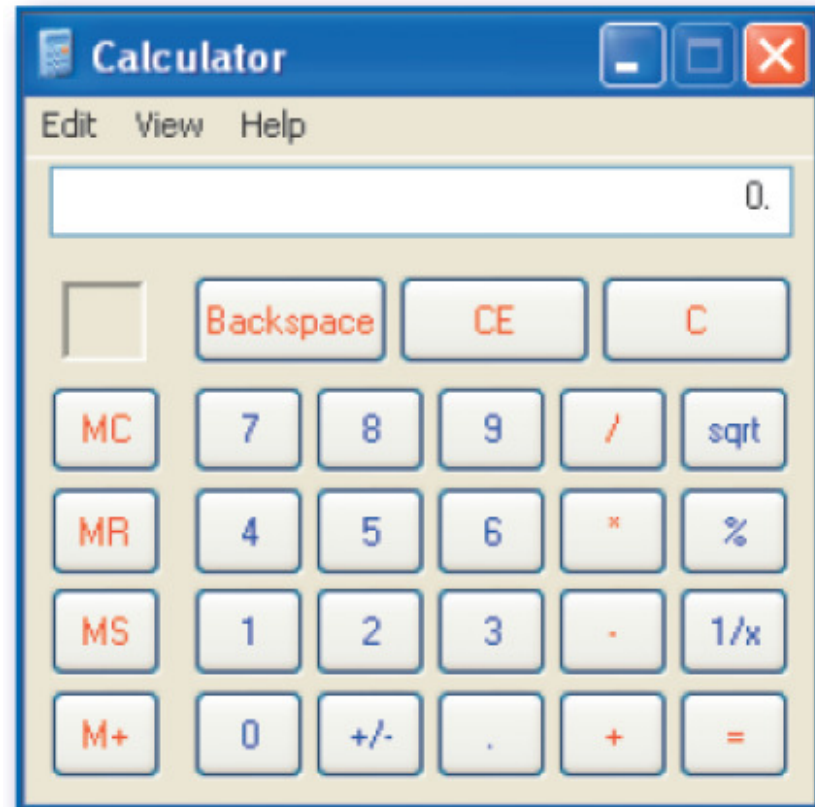
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- Tap the division key (/) with your middle finger
- Tap the multiplication key (\*) with your ring finger
- Tap the ENTER, + and – keys with your little finger



# Calculator Program

- Click **Start** button
- Click **All Programs**, then **Accessories**
- Click **Calculator**



# Review Question

1. What is the proofreader's mark for capitalize?
  - a. ^
  - b. ≡
  - c. #
  - d. 9

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

# ANSWER

1. What is the proofreader's mark for capitalize?

a. ^

b. ≡

c. #

d. 9

# Review Question

2. Between which of the following would you insert a space?
- a. A figure and %
  - b. & used between names
  - c. A figure and \$
  - d. # and a figure

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

# ANSWER

2. Between which of the following would you insert a space?
- a. A figure and %
  - b. & used between names
  - c. A figure and \$
  - d. # and a figure

# Review Question

3. Sitting in a proper keying position is an example of
- a. Ergonomic guidelines
  - b. RSI
  - c. Safe computer use
  - d. CTS adjustment

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

# ANSWER

3. Sitting in a proper keying position is an example of

a. Ergonomic guidelines

b. RSI

c. Safe computer use

d. CTS adjustment

# Review Question

4. When using the numeric keypad, type the division symbol with your
- a. Index finger
  - b. Ring finger
  - c. Middle finger
  - d. Thumb

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



# ANSWER

4. When using the numeric keypad, type the division symbol with your
  - a. Index finger
  - b. Ring finger
  - c. Middle finger
  - d. Thumb

# Review Question

5. When keying symbols
  - a. Use only your right hand
  - b. Keep your fingers curved as you reach to symbol keys
  - c. Keep at least one finger anchored on the top row
  - d. Use your thumb to key 0

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

# ANSWER

5. When keying symbols
  - a. Use only your right hand
  - b. Keep your fingers curved as you reach to symbol keys
  - c. Keep at least one finger anchored on the top row
  - d. Use your thumb to key 0