



Ethiopian TVET-System



BASIC CLERICAL WORKS LEVEL-I

Module Title: DEVELOPING KEYBOARD SKILL

LG Code: EIS BCW1 M09 LO1-LG-30

TTLM Code: EIS BCW1 M09 TTLM 09/20/19 V1

LO 1: Use safe work practices

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Instruction Sheet	Learning guide #30
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- 1 Using safe work practices
- 2 Identifying and develop keyboard skills
- 3 Checking accuracy

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Use safe work practices
- Identify and develop keyboard skills
- Check accuracy

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1 and Sheet 2”.
4. Accomplish the “Self-check 1 and Self-check 2,” **in page -6, 9, 12 and 14** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1,” **in page -15.**
6. Do the “LAP test” **in page – 16** (if you are ready).

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Information Sheet-1	Adjusting Workspace, Furniture And Equipment Based On Ergonomic Requirements
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1.1. Adjusting workspace, furniture and equipment based on ergonomic requirements

Ergonomic requirement may include but not limited to:

- avoiding radiation from computer screens
- chair height, seat and back adjustment
- document holder
- footrest
- keyboard and mouse position
- lighting
- noise minimization
- posture
- screen position
- workstation height and layout

The goal of ergonomics is to make work more comfortable and to improve both health and productivity. Many ergonomic problems can be fixed by rearranging, adjusting or modifying existing furniture and tools, so don't be in too much of a rush to go out and purchase the next great ergonomic "THING".

Ergonomics

Ergonomics is the study of efficiency, comfort and safety of people in their working environment. Ergonomics for text processing operators covers the following.

Computer Hardware

Keyboard

Ideally, the keyboard should allow the operator to work with his or her elbows at a 90-degree angle. The following steps can reduce strain on the hands and wrists.

- 1 Use a padded wrist rest placed in front of the keyboard.
- 2 Keep your hard copy next to and at the same distance from your eyes as the screen.

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- 3 Don't pound the keys. This sends shockwaves up the arms that can create or aggravate problems with the fingers, wrists and arms.
- 4 Don't overreach when reaching for the function keys. This causes the finger tendons to stretch.
- 5 Move your hand closer to the desired key before pressing it.

Mouse

Place your hand so it rests on the mouse with your index finger resting on the left mouse button, your middle finger resting on the right mouse button and remaining two fingers at the right of the mouse. The mouse is positioned at the right or left of the keyboard. A wrist rest helps to prevent RSI (Repetitive Strain Injury) problems from occurring.

Monitor

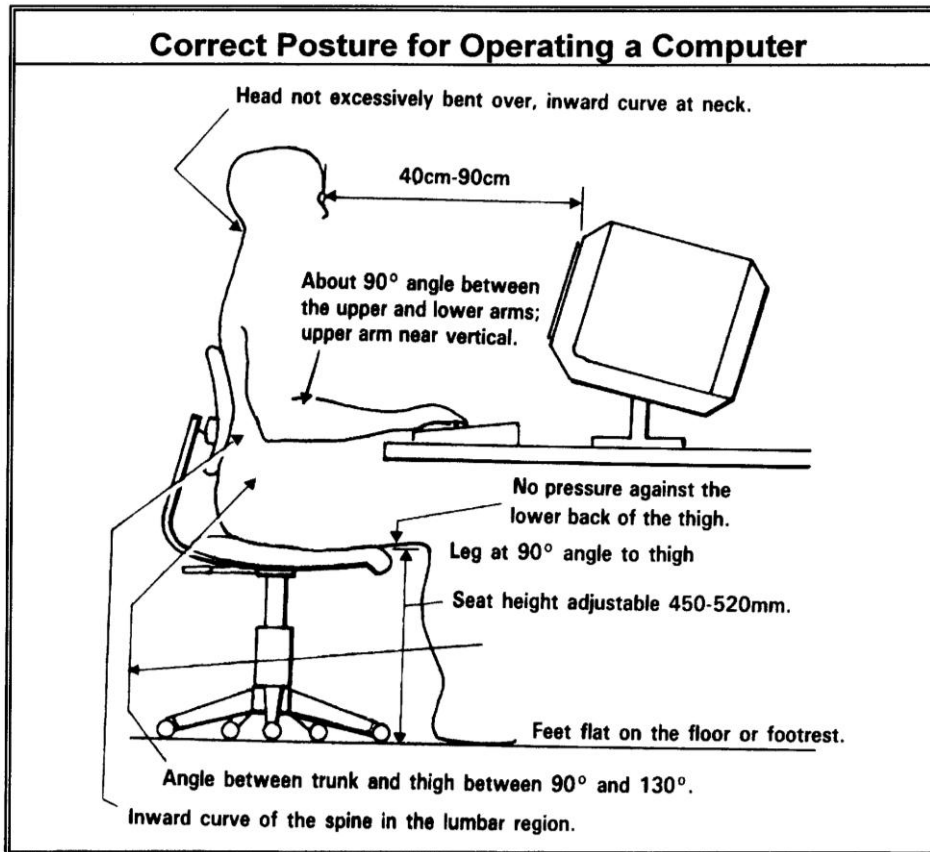
Poor visibility can cause eye irritation and headaches. An anti-reflective or polarizing filter or treatment may be attached or applied to the monitor to cut down glare and help reduce radiation. You can also avoid radiation by ensuring you are not seated at the side or back of other monitors.

To prevent eyestrain, take the following steps.

- 1 The top of the screen should be just below eye level. To do this, you may need to reposition your system unit and use a separate stand for your monitor.
- 2 Adjust your monitor for maximum contrast and minimum brightness.
- 3 Reduce reflections by tilting the screen and avoid locations where the monitor directly faces towards or away from bright window light.

The monitor should also be adjusted to avert the glare from direct lighting. A glare screen and dark clothing can help reduce reflections.

- 4 Blink often when using a computer to prevent dry eyes and headaches and look away from your screen often.



The Chair

A well designed, adjustable chair is one of the most important factors in preventing posture problems. Your chair should be adjustable vertically (usually between 38 cm and 52 cm in height) and **be adjustable while you are seated.**

You should be able to sit with both feet on the floor and there should be no pressure against the lower back or your thighs - you should be able to fit one hand-width between the seat and the back of your knee.

Sit comfortably in your chair ... not too far back, and not perched on the edge of your seat.

The Desk

If the height of your chair and foot-rest are fixed then you must be able to adjust the height of your desk. Normally, a desk should allow the keyboard to be around 60 cm to 78 cm off the ground and give you around 40 cm of leg room.

The table should allow you to position the centre of the screen at a height to suit you. If the desk is not adjustable then it is even more important for the chair to be adjustable.



The desk should be big enough to allow the keyboard, screen controls (on/off, brightness), documents, document carrier, and any other items which you use regularly (telephone, desk caddy, etc) to be within easy reach. It should also be as thin as practical, ideally less than 2.5 cm to give you maximum knee room.

Decor and Lighting

In order to reduce glare, rooms should be decorated in pastel shades. Blinds should be used to prevent strong sunlight from entering the room. Workstations should be located away from windows and positioned to avoid reflections. Where possible use natural light and blinds to control the light. In most offices a combination of natural and artificial light is used. Fluorescent lighting is usually the standard lighting used in office situations.

Room Temperature and Ventilation

Computers produce heat which can make your work space warmer than the rest of the office. Make sure the screen is not hard up against a wall or partition and that there is plenty of air flow around the unit. A small desk fan may be necessary if you are working in a confined space. Windows can be used for additional ventilation.

The combined effects of heat and humidity can produce dryness and eye irritation. The best environment is with a relative humidity of 45 per cent or greater. Air conditioning can lead to a dry atmosphere.

Noise

People and equipment, i.e. printers, photocopiers, phones, etc contribute to the noise factor within an office. If possible such equipment should be placed in areas away from where people are working to reduce noise levels.

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Health Problems

Occupational overuse syndrome (OOS) and repetitive strain injury (RSI) are collective terms for a range of conditions, including injury, characterized by discomfort or pain in the muscles, tendons and other soft tissues, with or without physical signs. Symptoms can include:

Fatigue	muscle discomfort
A burning sensation	stiffness
Aches and pains	soreness
Weakness	numbness and tingling

The risk factors for OOS or RSI can be summarized as:

- Poor planning for VDU work
- Poor work organization
- Inappropriate selection of computer hardware and software
- Inappropriate selection of office furniture
- An inappropriate VDU environment
- Poor workstation layout
- Lack of education, training and skills.

It is important that steps be taken to prevent these health problems from occurring. Repetitive tasks should be minimized and work breaks taken. Exercises should be used to stimulate blood flow - to help reverse the effects of muscle tension - and help you to relax. Ensure that your posture is correct at all times and report any aches and pains promptly so that they can be dealt with before they become severe or chronic.

Work Breaks

Operators should be given frequent breaks away from their terminals in order to avoid eyestrain and posture problems. The recommended break is 10 minutes every hour worked where work is screen-intensive. Try to vary tasks and take a break from your computer to do filing, make business phone calls, etc.



Micro pauses

A micro pause is a short break in work for muscle relaxation. Specifically, it is a 5-10 second break in work for muscle relaxation every three minutes or so. Micro pauses allow for the restoration of blood flow to muscles which have been held tense. It is when the muscles relax fully that micro pauses are of most value. They help you be more productive. A variation to exercises is simply to count your breaths.

Exercises

Exercises should be done at regular intervals. These should include head rolls, shoulder lifts and wrist drops. Wrist drops simply involve dropping the arms down vertically with your body and shaking your wrists.

Exercise One

Let your shoulders go loose and shake your whole arm(s), holding your arms straight up and down.

Exercise Two

Let your wrists go loose, move your arms back and forth to make your hands flap, bending loosely at your wrist

Exercise Three

In a relaxed manner, circle your shoulders (hold the rest of your body as still as possible) so they describe the biggest circles possible. Let your arms hang still while your shoulders move. Do big circles in both directions.

Exercise Four

Sometimes, our work causes us to hold some muscles short and tight. These need gentle lengthening. Straighten your arms; hold them down by your thighs, both ways. Hold for a few seconds at the extremes.

Exercise Five

Hold head upright and relaxed, lower chin, then return. Pause. Tilt head back, and then return. With shoulders still and head forward, bend head towards left shoulder, then return. Repeat on other side. Do not attempt full neck circles.

Exercise Six

Stretch arms upwards, sideways, then back. Bend elbows on each stretch.

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Exercise Seven

1. With forearms rested, turn palms up then down.
2. With fingers straight, spread apart then together.
3. Touch each finger to thumb in turn. Repeat sliding finger tip to base of thumb.
4. Bend wrist 90°, fingers straight – make a fist.

Eye Exercises

To avoid eye strain when using a computer screen do the following.

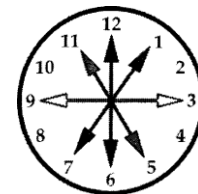
- Blink often to prevent the surface of your eyes drying out and becoming irritated.
- Stare off into space - every now and then look across the room or out the window.
- Adjust your screen so it is not too bright.
- Use a glare screen to minimize glare reflected back into your eyes.
- Wipe the dust off your screen regularly.
- Use the clock at the right to practice eye exercises (you can also do these exercises in greater movements shown in brackets below).

12 to 6 (from ceiling to floor)

9 to 3 (from one side of the room to the other)

1 to 7

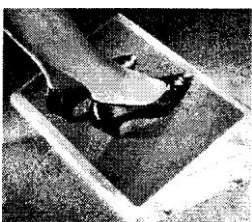
11 to 5



Now close your eyes for a few seconds relax and open your eyes. Begin at 12 and circle around to 3, 6, 9 and back to 12 three times. Reverse directions, then close your eyes and relax.

- To release tension in your face around your eyes, close them tightly and gently squeeze, allowing your facial muscles to draw up. Hold for two seconds, relax your face and open your eyes, then open your mouth wide while raising your eyebrows. Repeat three times.

Additional items that will assist in correct posture and comfort at your workstation are described below.

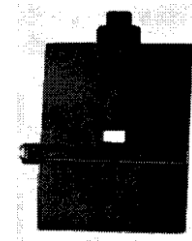


Foot-rest

A foot-rest is useful when the desk and chair cannot be adjusted and can be used to ensure proper posture. Ideally the foot-rest slope should be comfortable, 0°-10° is recommended, with a flat surface area of 350 x 450 mm.

Copy-holder

A copy-holder makes it possible to view documents without excessive neck bending. It should be large enough to support the copy placed on it and should be stable in all positions. Position the copy-holder so it is comfortable, usually on an angle at the left of the screen.



be
slight

Workplace Health and Safety

The principal object of Occupational Health and Safety is to prevent harm to employees at work. Your employer usually takes steps to ensure your health and safety. The following is a list of the principal risks found in offices and how they should be managed.

Electricity

Faulty plugs, sockets and leads cause more electrical accidents than the appliances themselves. Electrical safety arrangements should include:

- providing sufficient socket outlets to avoid the use of adapters and dangling power leads;
- prohibiting the use of taped joints to connect leads;
- Not ignoring obvious tells signs such as faulty switching or intermittent stopping. These may indicate an internal fault such as a loose wire;
- switching off equipment before unplugging and before cleaning;
- encouraging staff to report electrical equipment which is not working properly;
- Ensuring that staffs are aware of safety precautions.

Slips, trips and falls

Slips, trips and falls account for most of the accidents in offices, many of them when staff are moving or carrying loads. They happen because of the condition of floors, poor lighting or untidiness. Such accidents can easily be prevented by:

- not allowing trailing leads to create tripping hazards;
- clearing up spills on floors quickly;
- replacing or repairing torn floor coverings, etc;
- ensuring stairs are well lit;
- Ensuring that passage ways and corridors are kept tidy and clear of obstacles.

Moving/Lifting

Moving/lifting large objects/loads is a common office hazard which can lead to back injuries and pains in hands, wrists and neck. To reduce the likelihood of these types of accidents it is important to:

- remove the need for moving/lifting that could be the cause of injury;
- identify those tasks where moving/lifting cannot be avoided and assess the risk of injury;
- reduce the risk of injury by re-arranging the work being done (eg have paper delivered to the photocopier rather than manually carrying it);
- Provide manual handling training to workers who really need it.



Visual Display Units

Ensure you take regular breaks away from your monitor. Do other work for a few minutes regularly. Eye exercises will prevent eyestrain and help relieve tired eyes. To avoid any effects of radiation ensure you are not positioned at the side or facing the back of other monitors.

Work Equipment

Equipment used in the office (e.g. photocopiers, fax machines, printers) should be used correctly and kept in good condition. Any defects should be reported to the office manager and repairs and servicing should be carried out by qualified persons.

Chemicals

Check on containers for the hazards in using chemicals in the office which include printing inks, toner cartridges, photocopier toners, cleaning chemicals and correction fluids.

Organising and Prioritising

The ability to organize and prioritize work is an essential skill. When you are given several different tasks to perform you need to decide which task to perform first. Ensure you write down every task required, as soon as it is allocated to you.



The following checklist is an example of a TO DO LIST. A TO DO LIST allows you to

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prioritize your work by listing each task and assigning a value of importance, eg A = Very Important, B = Important, C = To be done. Very important tasks are performed first, then important tasks and then other tasks to be done.

To Do List		
Priority	Task	Done
A	Fax for John	
B	Order more letterhead	
B	Report for Malcolm	
C	Filing	
C	Update Homepage	
B	Company Newsletter	
A	Place ad in Chronicle	

When a task is completed place a tick in the done column. Sometimes a Due Date column is included and is used to indicate when the task is to be completed. A Time column can be used to indicate how long the task shown should take.

Organize your day around your TO DO LIST, ensuring that all important tasks are completed first. Watch the time - ensure you are completing tasks and not procrastinating. Make yourself finish those tasks that are difficult so you can move on to easier ones.

At the end of the day look at your TO DO LIST and analyze how your time has been spent. Take note of completed and incomplete tasks. Organize yourself for the next day - ensure you have a tidy desk, your TO DO LIST for the next day is ready and you know exactly.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Instruction 1:- choose the best answer for the given alternatives **(5 points)**

____1. ____ is the study of efficiency, comfort and safety of people in their working environment.

- a. Ergonomics b. safety c. working d. all

____2. From the following which one is not included in ergonomics for text processing operators?

- a. Keyboard b. mouse c. monitor d. all e. none of the above



____3. ____ is one of the most important factors in preventing posture problems.

- a. adjustable chair
- b. desk arrangement
- c. decor and Lighting
- d. all

____4. ____ is a short break in work for muscle relaxation

- a. noise
- b. break
- c. a micro pause
- d. all
- e. none

____5. From the following which one is a noise factor in an office?

- a. People and equipment
- b. printers, photocopiers
- c. phones
- d. all
- e. none

Instruction 2 Matching (4 points)

“A”

“B”

____1. Used to ensure proper posture

A. Mouse

____2. Makes it possible to view documents

B. keyboard

____3. The ability to organize and prioritize work

C. adjustable chair

____4. Positioned at the right or left of the keyboard

D. foot-rest

E. Copy-holder

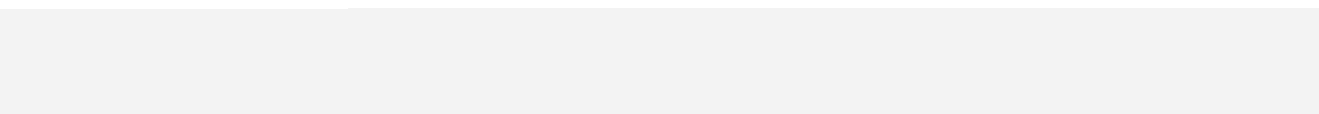
F. an essential skill

Instruction 3 Give short answer

1. What is the principal object of Occupational Health and Safety (OHS)(1 point)

2. Write the steps to prevent eyestrain(4 points)

Note: Satisfactory rating – 7 and above points Unsatisfactory - below 7 points





Information sheet 2	Ensuring work organization to meet organizational OHS Requirements for computer operation
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OHS requirement may include but not limited to:

- OHS guidelines related to the use of the screen equipment, computing equipment and peripherals, ergonomic work stations, security procedures, customisation requirements
- statutory requirements

Working with computers can cause workers a number of problems. These include stress, visual discomfort, as well as aches and pains in the hands, wrists, arms or shoulders. The following are general guidelines to follow when organizing work station to suit OHS requirements.

Chairs and Posture Checklist for Keyboard Workers

It is important to ensure that the chairs are well adjusted chairs - this improves body position and circulation, reduces muscular effort and decreases pressure on the worker's back. Chairs should swivel, have five wheels for stability, have breathable fabric on the seat, a rounded front edge and have adjustable height and backrest for lumbar support.

Work surface height

The height of the work surface and/or the chair should be such that the work surface is approximately at finger length below the height of the elbow when seated.

Chair

The seat tilt should be adjusted so that the worker is comfortable when using the keyboard. Usually this will be close to horizontal but tilted slightly forwards. If this places an uncomfortable strain on the leg muscles or if the feet do not reach the floor then a footrest should be used. The backrest should support the lower back when the worker is sitting upright.

Keyboard placement



The keyboard should be in a position that allows the forearms to be close to the horizontal and the wrists to be straight. That is, with the hand in line with the forearm. If this causes the elbows to be held far out from the side of the body then the work surface height should be re-checked.

Screen placement

The eye to screen distance should be set at the distance that permits the worker to most easily focus on the screen. Usually this will be within an arm's length. The height of the monitor should be such that the top of the screen is below eye level and the bottom of the screen can be read without a marked inclination of the head. Usually this means that the centre of the screen will need to be near shoulder height.

Desk-top layout

All controls and task materials should be placed within a comfortable reach of both hands so that there is no unnecessary twisting of any part of the body.

Document holder

The document holder should be placed close to the monitor screen in the position that causes the least twisting or inclination of the head.

Posture and environment

Workers should change posture at frequent intervals to minimize fatigue and avoid awkward postures at the extremes of the joint range, especially the wrists. It is best to take frequent short rest breaks rather than infrequent longer ones. Sharp increases in work rate are to be avoided - changes should be gradual enough to ensure that the workload does not result in excessive fatigue. After prolonged absences from work the overall duration of periods of keyboard work should be increased gradually if conditions permit.

Lighting for VDUs

VDUs should be placed to the side of the light source/s, not directly underneath. If possible, desks should be sited between rows of lights. If the lighting is fluorescent strip lighting, the sides of the desks should be parallel with the lights. Screens should not be placed near windows but if this is unavoidable neither the screen nor the operator should face the window.

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If the VDU is well away from windows, there are no other sources of bright light and prolonged desk-work is the norm, a low level of service light of 300 lux should be used. If there are strongly contrasting light levels, then a moderate level of lighting of 400 - 500 lux may be desirable but high quality anti-glare screens may be necessary.

Glare and reflection

It is important to detect the presence of glare and reflection. To determine whether there is glare from overhead lights the seated worker should hold an object such as a book above the eyes at eyebrow level and establish whether the screen image becomes clearer in the absence of overhead glare. To detect whether there are reflections from the desk surface the worker should hold the book above the surface and assess the change in reflected glare from the screen.

A number of ways are available to eliminate or reduce the influence of these reflections:

- Tilting the screen so that the reflections are directed below eye level.
- Purchasing a screen with matt or light diffusing surfaces.
- A negative contrast screen (dark characters on light background) will reduce the influence of these reflections.

Note: Covering the screen with a light diffusing surface or anti-glare screen is no longer recommended.

If the worker experiences eye discomfort when using a bright screen the following adjustments should be made:

- Turning the screen brightness down to a comfortable level.
- Looking away into the distance in order to rest the eyes for a short while every ten minutes or so.
- Changing the text and background colour. Recommended are black characters on white or yellow background, or yellow on black, white on black, white on blue and green on white. Avoid red and green and yellow on white.

Using a mouse

A well designed mouse should not cause undue pressure on the wrist and forearm muscles. A large bulky mouse may keep the wrist continuously bent at an uncomfortable angle. Pressure can be reduced

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by releasing the mouse at frequent intervals, by selecting a slim-line, low-profile mouse and by using the mouse at a comfortable distance from the body.

Keyboard equipment and radiation

VDUs emit radiation, particularly visible light which allows the characters on the screen to be seen. Weak electromagnetic fields and very low levels of other radiation, not visible to the human eye, can be detected by sensitive instruments. Similar emissions are produced by television receivers.

However, the levels of most radiations and electromagnetic fields emitted from VDUs are much less than those from natural sources, such as the sun - and are well below levels considered to be harmful by responsible expert bodies such as the International Radiation Protection Association (IRPA).

The weak electromagnetic fields produced by television receivers and VDUs extend in all directions, but their intensity decreases very quickly with distance from the source. A workplace should be organized to ensure that VDU operators are no closer to any other VDUs than they are to their own.

Flat screen displays, such as liquid-crystal displays used in some laptop/notebook computers, produce even smaller amounts of radiation than those which use television type tubes.

Note: concerns have been raised that radiation from VDUs is a cause of cancer; however research to date has failed to establish a causal link.

Keyboard and telephone operations

Lightweight adjustable headsets with a volume control should be provided for staff on continuous keyboard/telephone operation. For continuous, traffic dependent telephone operations a manual call facility should also be provided.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the requirements of OHS? (2 points)
2. What problems might happen because of working with computers? (5 points)
3. Write the general guidelines to follow when organizing work station to suit OHS requirements for:

Chairs and Posture

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Work surface height

Chair

Keyboard placement

Screen placement

Desk-top layout

Document holder

Posture and environment

Lighting for VDUs

Glare and reflection

Using a mouse

Keyboard equipment and radiation

Keyboard and telephone operations

Note: Satisfactory rating – 10 and above points Unsatisfactory - below 10 points

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Operation sheet 1	Procedures to use safe work practices
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Techniques to Start computer, system information and features

Step 1: adjust work space

Step 2: ensure OHS requirements are met

Use the following check list also

Do you sit in the correct Posture while working on Computers?

1. Yes
2. No

Is your desk and chair ergonomic, and if not, have you adjusted them?

1. Yes
2. No

Are your Computer Table, Mouse, Keyboard placed in correct position?

1. Yes
2. No

Is your computer/Laptop correctly placed on your desk?

1. Yes
2. No

Have you arranged your tools on your desk to prevent twisting and reaching?

1. Yes
2. No

LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, tools, equipment and materials you are required to perform the following tasks within 1 hour.

Task 1: adjust the given furniture and equipment based on ergonomic requirements

Task 2: apply OHS requirements for the computer operation

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Basic Clerical Works

Level I

Learning Guide-31

Module Title: **Developing Keyboard Skills**
LG Code: **EIS BCW1 M09 LO2-LG-31**
TTLM Code: **EIS BCW1 M05 TTLM 09/20/19**

LO 2: Identify and Develop Keyboard Skills

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Instruction Sheet	Learning guide #31
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- 2.1 Identifying and applying keyboard functions for both alpha and numeric keyboard functions
- 2.2 Identifying and applying Amharic and English keyboard functions/skills
- 2.3 Applying touch typing technique to complete a task
- 2.4 Developing speed and accuracy

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Identify and apply keyboard functions for both alpha and numeric keyboard functions
- Identify and apply Amharic and English keyboard functions/skills
- Apply touch typing technique to complete a task
- Develop speed and accuracy

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and sheet 4”.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and sheet 4” **in page -22, 25, 27, 29 and 32** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1” **in page -33.**
6. Do the “LAP test” **in page – 34** (if you are ready).

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Information Sheet-1	Identifying And Applying Keyboard Functions Of Both Alpha And Numeric Parts
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Learning a keyboard

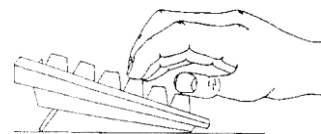
Sitting position

Sit with back supported, feet flat on the floor.



Position of hands

Fingers should be gently curved over keyboard, thumbs above the Spacebar. Ensure that wrists are not raised; elbows should be comfortably alongside your body, not jutting out like wings.



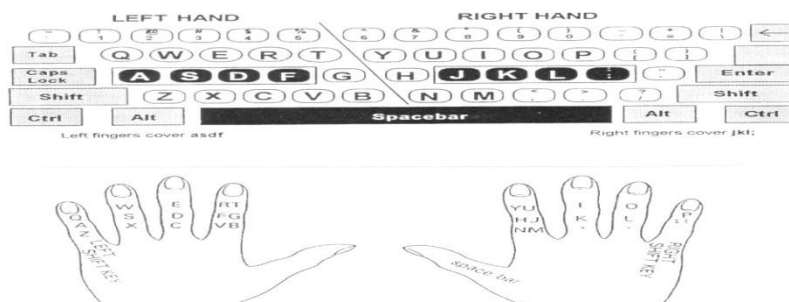
Use correct fingering

It is important to use the correct fingers on the keyboard. The following diagram shows the "home keys" boxed, where your fingers should rest. Place the left hand with your little finger on the letter **A** then place your other fingers on **SDF**. Similarly for the right hand, place your little finger on the **;** key then place your other fingers on **LKJ**.

As you learn new keys your fingers will be moved as follows:

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- The first left finger moves across to the letter G.
- The first right finger moves across to the letter H.
- Fingers are moved up and down the keyboard as shown in the hands illustration.
- The Enter key is pressed with the; finger when you want a definite new line. (On word processing systems when you type text across the page the text is automatically returned to the left margin).
- The Spacebar is used with your right thumb.



Spacing after Common Punctuation Signs

Full Stop (.)	1 or 2 spaces after a full stop at the end of a sentence. You may use 1 or 2 spaces at the end of a sentence so long as you are consistent.
Comma (,)	1 space after a comma.
Semi-colon (;)	1 space after a semi-colon, eg, Ring the bell; wait for an answer
Colon (:)	Use shift and ; 1 or 2 spaces after a colon, eg, Contact person: The Secretary
Question mark (?)	1 or 2 spaces after a question mark at the end of a sentence so long as you are consistent.
Hyphen (-)	No space before or after a hyphen, eg, son-in-law, OR he is a semi-skilled worker
Brackets/Parenthesis	Do not space inside the brackets, eg, The computer (priced at \$2 000) is a bargain)
Solidus/Slash	No space before or after, eg, I/we; me/us; cash/cheque



Percent (%)	Do not space between the number and the % symbol. Eg, Did you receive a 4% reduction?
Metric Symbols	Always allow one space before the symbol. Eg, 20 kg, 15 cm, 9 km.
Dash (-)	1 space before and after, eg, Today – if it is sunny – we shall swim.

The Numeric Keypad

The numeric keypad on the computer is designed for keying in numbers. The NUM LOCK key must be on before using his numeric keypad. (Note: In Word the NUM LOCK is automatically on; therefore the numbers are ready to use.)

Symbols, Figures & Extra keys

1. Commonly used symbols:

/	diagonal (slash)
&	ampersand (and)
“	Inverted commas (quotes)
‘	Apostrophe
()	brackets (parentheses)
@	At
\$	Dollar
*	Asterisk
%	per cent (percentage)
–	Underscore

-	hyphen and dash
---	-----------------

2. A full stop can be used after an abbreviation such as Admin. Officer (abbrev. for Administration) or No. (Number). It is not necessary for abbreviations such as Mr (Mister), Dr (Doctor) and amt (amount), where the first and last letters of the word are shown.

A full stop is also used to represent the decimal point 1.5 or 0.5 (if the number is less than one).




3. Use the same key (-) for a dash and a hyphen. A dash is used to separate ideas in the one sentence and a space is left either side. A hyphen is used for words such as "son-in-law" and "firmly-established" and no space is left. It is also used in line endings when it is necessary to divide a word to keep the right margin even (usually only necessary with long words).

The (-) key is used for minus. Leave one space either side as follows: a - b = c


Tabs

Word has tab stops preset every 1.27 cm from the left margin which are shown as light grey dots at the bottom of the ruler. Tabs can be set, modified or deleted by using either the ruler or the menus.

The main tabs you might use are:

Tab:	Description:	Icon:
Left Align Tab	This tab will align text to the left of where it is placed.	
Centre Align Tab	This tab will centre text to the spot where the tab is placed.	
Right Align Tab	This tab will align text to the right of where it is placed.	



Decimal Tab	Use this tab for when you have to type in numbers. It will centre the decimal point in the numbers to where the tab is set.	
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Self-Check -1	Written Test
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Name _____ Id no _____ Batch _____ Date _____

Instruction 1:- Choose the best answer for the given alternatives.

____1. ____ is a place where your fingers should rest.

- a. Keyboard b. keys c. home keys d. all

____2. Your left little finger is placed on ____ letter on the keyboard

- a. “B” letter b. “A” letter c. “;” letter d. all

____3. The Enter key is pressed with the ____ finger

- a. “ ; “ finger b. “A” finger c. “L” finger d. none of the above

____4. Your right little finger are placed on ____ letter on the keyboard

- a. “B” letter b. “A” letter c. “;” letter d. all

____5. The first left finger moves across the letter ____

- a. Letter “H” b. letter “G” c. letter “J” d. none of the above

____6. ____ is designed for keying in numbers

- a. Keys b. numeric keypad c. letterd. all

____7. ____ is used to separate ideas in the one sentence and a space is left either side.

- a. Dash b. full stop c. slash d. none of the above

____8. Align text to the left of where it is placed

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- a. left Align Tab b. centre Align Tab c. right Align Tab d. decimal Tab

____9. The tab will centre text to the spot where the tab is placed.

- a. left Align Tab b. centre Align Tab c. right Align Tab d. decimal Tab

____10. Align text to the right of where it is placed.

- a. left Align Tab b. centre Align Tab c. right Align Tab d. decimal Tab

Note: Satisfactory rating – 5 and above points Unsatisfactory - below 5 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet- 2	Identifying And Applying Amharic And English Keyboard Functions/Skills
-------------------------	---

A computer keyboard contains the following types of keys:

Alphanumeric Keys: These keys contain letters and numbers on the keyboard. These keys are: A-Z for alphabets, and 0-9 for numbers.

Punctuation keys: The keys used for inserting various punctuation marks are period (full stop), comma, semicolon, brackets, apostrophe, parenthesis etc. Also, it includes all of the mathematical operators such as the plus sign, minus sign, and equal sign.

Special keys: Understanding the keyboard also means learning the special functions of certain keys. Commonly used special keys are explained as under.

Ctrl Key: The full form of Ctrl is Control. This key is used in combination with other keys. For example, Ctrl+S to save a document.

Alt Keys: The full form of Alt is Alternate. It is used like a control key. You depress Ctrl+Alt+Del simultaneously when you want to get out of computer as the application on which you are working is held up or muddled up.

Arrow Keys: There are normally four arrow keys to move the cursor - up, down, right or left. The Arrow Keys can also be used in conjunction with the Shift or Alt keys.

Function Keys: Normally located as first row from the top, these keys are marked as F1 to F12.

Enter Key: Also called Return Key. It is used to move the cursor to the beginning of the next line and give line spaces.

Backspace Key: This key deletes the character just left to the cursor position and hence moves the cursor to that position.

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Delete (Del) Key: This key deletes the character to the right at the current cursor position or the selected objects.

Shift Keys: There are two shift keys provided on both sides of the keyboard for typing capital letters and upper case signs.

Caps Lock: It is a toggle key that helps in typing many uppercase characters.

Esc Key: It means Escape which is used to exit (or escape) from programs and tasks and send special codes to different devices.

Space bar key: used to make a blank space between words.

Tab key: used to make all letters capital.

(Lower case characters are small letters and characters shown on the lower left side of a key while upper case characters are capital letters and characters shown on the upper left side of a key).

While following Touch Method of Typewriting, if any upper case character letter of the left hand side is to be typed, then right side shift key is to be depressed with the little finger of the right hand and if right hand upper case characters are to be typed, then the left hand shift key is to be depressed with the left hand little finger.

The Amharic keyboard layout

This keyboard layout is specifically designed for those users not familiar with conventional Amharic Typewriter layout. Follow these steps to activate phonetic keyboard layout,

- Click on Power Ge'ez icon located at Windows taskbar.
- The icon will change from "E" to "P". See figure below.
- Click on "P" again to go into Phonetic UNICODE mode (PU). When Power Ge'ez is in Phonetic UNICODE mode (PU) users must select Power Ge'ez UNICODE font to do word processing.



Figure 2 - Power Ge'ez 2005™ Phonetic

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Users can make use of Power Ge'ez short cut key to change the keyboard layout to phonetic. Just press "Ctrl+*" short-cut key (Note : "*" is the key located on the numeric keypad) to change keyboard layout.



Note

When Power Ge'ez is in Normal Phonetic Mode (**P**) users must select *Ge'ez-1, Ge'ez-2 or Ge'ez-3* fonts. When Power Ge'ez is in Phonetic UNICODE Mode (**PU**) users must use *Power Geez UNICODE 1, Power Geez UNICODE 2, or Power Geez UNICODE 3* fonts.

Table 2 – Phonetic Regular Keystrokes

	ሀ	ሁ	ሂ	ሃ	ሄ	ህ	ሆ
h	ሀ	ሁ	ሂ	ሃ	ሄ	ህ	ሆ
l	ሐ	ሑ	ሒ	ሓ	ሔ	ሕ	ሖ
H	ሐ	ሑ	ሒ	ሓ	ሔ	ሕ	ሖ
m	መ	ሙ	ሚ	ማ	ሜ	ሞ	ሟ
S	ሠ	ሡ	ሢ	ሣ	ሤ	ሥ	ሦ
r	ረ	ሩ	ሪ	ራ	ሪ	ራ	ራ
s	ሰ	ሱ	ሲ	ሳ	ሴ	ስ	ሶ
a	ሰ	ሱ	ሲ	ሳ	ሴ	ስ	ሶ
b	በ	ቡ	ቢ	ባ	ቤ	ቦ	ቧ
t	ተ	ቲ	ቲ	ተ	ቲ	ቲ	ቲ
c	ቸ	ቹ	ቸ	ቸ	ቸ	ቸ	ቸ
n	ነ	ኑ	ኒ	ና	ኔ	ኖ	ኘ
N	ነ	ኑ	ኒ	ና	ኔ	ኖ	ኘ
x	አ	አ	አ	አ	አ	አ	አ
k	አ	አ	አ	አ	አ	አ	አ
w	ወ	ወ	ወ	ወ	ወ	ወ	ወ
X	ወ	ወ	ወ	ወ	ወ	ወ	ወ
z	ዘ	ዘ	ዘ	ዘ	ዘ	ዘ	ዘ
Z	ዘ	ዘ	ዘ	ዘ	ዘ	ዘ	ዘ
Y	የ	የ	የ	የ	የ	የ	የ
d	ደ	ደ	ደ	ደ	ደ	ደ	ደ
i	ደ	ደ	ደ	ደ	ደ	ደ	ደ
g	ገ	ገ	ገ	ገ	ገ	ገ	ገ
T	ጠ	ጠ	ጠ	ጠ	ጠ	ጠ	ጠ
C	ጠ	ጠ	ጠ	ጠ	ጠ	ጠ	ጠ
P	ሐ	ሐ	ሐ	ሐ	ሐ	ሐ	ሐ

Table 2- Continued Phonetic Regular Keystrokes

		u	i	a	y	e	o
f	ፈ	ፋ	ፊ	ፋ	ፌ	ፍ	ፎ
p	ፐ	ፑ	ፒ	ፓ	ፔ	ፕ	ፖ
v	ቨ	ቩ	ቪ	ቫ	ቬ	ቭ	ቮ
Q	ቸ	ቹ	ቺ	ቻ	ቼ	ች	ቾ

The "G" character is available on Ge'ez - 1 Numbers for non-UNICODE mode.

Table 3 - Phonetic with the CAP LOCK key ON

		u	i	a	y	e	o
h	ከ	ኩ	ኪ	ካ	ኬ	ክ	ኮ
H	ከ	ኩ	ኪ	ካ	ኬ	ክ	ኮ
s	ሰ	ሱ	ሲ	ሳ	ሴ	ስ	ሶ
t	ተ	ቲ	ቲ	ታ	ቲ	ታ	ቲ
T	ተ	ቲ	ቲ	ታ	ቲ	ታ	ቲ

Table 4 - Phonetic Irregular Keystrokes I with CAPS key ON

<u>lwa</u>	ሊ	<u>Nwa</u>	ኒ	<u>bwa</u>	ቢ	<u>Cwa</u>	ፊ
<u>mwa</u>	ጠ	<u>zwa</u>	ዘ	<u>twa</u>	ተ	<u>tswa</u>	ታ
<u>rwa</u>	ረ	<u>Zwa</u>	ዘ	<u>cwa</u>	ቸ	<u>fwa</u>	ፍ
<u>swa</u>	ሰ	<u>dwa</u>	ደ	<u>nwa</u>	ነ	<u>ywa</u>	ሃ
<u>shwa</u>	ሻ	<u>jwa</u>	ጃ	<u>Twa</u>	ጠ	sft+2	ከ

Table 5 - Phonetic Irregular Keystrokes I with Caps Key ON

	o	i	u	a	e
<u>kw</u>	ከፐ	ከቶ	ከቦ	ከሏ	ከኦ
<u>gw</u>	ጐ	ጐቶ	ጐቦ	ጐሏ	ጐኦ
<u>qw</u>	ቄ	ቄቶ	ቄቦ	ቄሏ	ቄኦ
hw	ኘፐ	ኘቶ	ኘቦ	ኘሏ	ኘኦ

Table 6 - Punctuation Characters

Key Pressed	!	()	-	=	=	:	/
Key Produced	!	()	-	=	=	:	/
Key Pressed	?	.	<	>	,	;	-	.
Key Produced	?	.	«	»	፣	፤	፡	።



Note

When Power Ge'ez is in non-UNICODE mode, the - and . characters are available in *Ge'ez 1 Numbers* font. When Power Ge'ez is in UNICODE mode the above two characters will be available on all UNICODE fonts of Power Ge'ez.

Table 7 - Keys pressed with the CAPS LOCK key on

Key Pressed	0	1	2	3	4	5	6	7	8	9
Key Produced	፲	፳	፳፪	፳፫	፳፬	፳፭	፳፮	፳፯	፳፰	፳፱

Table 8 - Ge'ez Numbers

Key Pressed	0	1	2	3	4	5	6	7	8	9
Key Produced	፬	፭	፮	፯	፰	፱	፳	፴	፵	፶



Note

When Power Ge'ez is in non-UNICODE mode, Ge'ez numbers are available on *Ge'ez-1 Numbers* font. Remember to type Ge'ez numbers above 9, CAPS Lock key must be turned on.

Self-Check -2	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Match column A with column B (10 point)

A	B
____1. Used to move to the next line	A. Back space key
____2. To make a single letter capital one	b. Delete key
____3. To move among lines or characters	c. Enter key
____4. Indicate status of number key	d. Space bar key
____5. Delete characters to the left of the cursor	e. Shift key
____6. Make gap between words/characters	f. Tab key
____7. To make all letters capital	g. Arrow key
____8. Special keys	h. Caps lock key
____9. Used to indent space	i. Alt, ctrl, esc keys
____10. Delete characters to right of the cursor	j. Num lock

Note: Satisfactory rating – 5 and above points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

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Score = _____
Rating: _____

Name: _____

Date: _____

Information Sheet 3-	Applying Touch Typing Technique To Complete A Task
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TOUCH TYPEWRITING

INTRODUCTION

In order to enhance operational skills in the use of computers, knowledge of efficient and effective keyboarding skills and typing ergonomics has become inevitable today. With consistent, sincere efforts and controlled environment, we can master keyboarding skills and acquire high speed. Keying data into the computer quickly and accurately, thus, becomes easy. Now, we know that with Touch Method of Typewriting, there is no need to search the key while typing and one has to move only the finger which is needed to strike a key. In this lesson, we will study about various types of keys, typing ergonomics and positioning of fingers on the keyboard according to Touch Method of Typewriting and use of typing software for learning keyboarding skills.

TYPES OF KEYS: Though there are several input devices viz. mouse, touch screen, character/ voice recognition etc. used for giving input to the computer, yet the use of keyboard is the most common method adopted for input of data into a computer. Commonly, a computer has a keyboard that looks like a typewriter keyboard. However, a computer keyboard contains additionally certain keys which are also used to give commands to the operating system of a computer. A computer keyboard contains the following types of keys:

Alphanumeric Keys: These keys contain letters and numbers on the keyboard. These keys are: A-Z for alphabets, and 0-9 for numbers.



Punctuation keys: The keys used for inserting various punctuation marks are period (full stop), comma, semicolon, brackets, apostrophe, parenthesis etc. Also, it includes all of the mathematical operators such as the plus sign, minus sign, and equal sign.

Special keys: Understanding the keyboard also means learning the special functions of certain keys. Commonly used special keys are explained as under:

- **Ctrl Key:** The full form of Ctrl is Control. This key is used in combination with other keys. For example, Ctrl+S to save a document.
- **Alt Keys:** The full form of Alt is Alternate. It is used like a control key. You depress Ctrl+Alt+Del simultaneously when you want to get out of computer as the application on which you are working is held up or muddled up.
- **Arrow Keys:** There are normally four arrow keys to move the cursor - up, down, right or left. The Arrow Keys can also be used in conjunction with the Shift or Alt keys.

Function Keys: Normally located as first row from the top, these keys are marked as F1 to F12.

Enter Key: Also called Return Key. It is used to move the cursor to the beginning of the next line and give line spaces.

Backspace Key: This key deletes the character just left to the cursor position and hence moves the cursor to that position.

Delete (Del) Key: This key deletes the character to the right at the current cursor position or the selected objects.

Shift Keys: There are two shift keys provided on both sides of the keyboard for typing capital letters and upper case signs. (Lower case characters are small letters and characters shown on the lower left side of a key while upper case characters are capital letters and characters shown on the upper left side of a key).

While following Touch Method of Typewriting, if any upper case character letter of the left hand side is to be typed, then right side shift key is to be depressed with the little finger of the right hand and if right hand upper case characters are to be typed, then the left hand shift key is to be depressed with the left hand little finger.

Caps Lock: It is a toggle key that helps in typing many uppercase characters.

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Esc Key: It means Escape which is used to exit (or escape) from programs and tasks and send special codes to different devices.

Numeric Keypad: Numeric keypad is used when enormous numeric data is to be entered. This keypad, just like a simple calculator, is normally located on the right hand side of computer keyboard. 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. On one mode, it represents numbers and on the other mode, it contains various keys like arrow keys, page up, page down, etc.

Num Lock is provided to switch between the two modes. Usually, the keyboard of Laptop does not have numeric keypad.

Home Keys: As already explained in the previous lesson, home keys and guide keys are used in Touch Method of Typewriting. On a QWERTY keyboard, the eight fingers of both the hands rest on Home Keys during the course of keyboard learning. Alphabets ASDF are home keys for the left hand and; (semi-colon) LKJ for the right hand. The fingers are trained to make the correct movement to other keys and each finger returning immediately to its respective home key after it has depressed the corresponding key in any other row.

Guide Keys On a computer keyboard, keys ‘F’ and ‘J’ are called guide keys for left and right hand respectively. Both contain a small raised tangible mark with the help of which the touch typist can place the fingers correctly on the home keys. On a typewriter, the two keys ‘a’ and ‘(semi-colon) ;’ are called guide keys which are depressed with left and right hand little finger respectively. Initially we place the little finger on these keys thus guiding the placement of rest of the fingers on home keys.

DO YOU KNOW? Graphic tablets is an easy to use combination of cordless, pressure sensitive pen, a tablet and software that helps one to write and draw freehand graphic and text as we work on paper.

TYPING ERGONOMICS: Typing Ergonomics are the factors which provide logistic support and comfort to do a typewriting job efficiently and effectively. They are important as the position adopted when operating a computer keyboard has an important bearing on the degree of accuracy and speed one is able to attain and maintain. Some of these factors included are given as under:

Sitting Posture: While operating computer keyboard, you should sit straight, slightly bending your neck forward. Be comfortable and there should be no tension in the body. The lower portion of your back should touch the lower portion of the back rest of the chair. Both of your feet should touch the

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floor. When typing, you should not cross your legs. There should be a distance of approx. 15 cms between two knees. Knees should be bent at 90 degree angle.

Position of Hands: Your forearms should be at level with the keyboard and palms down. Keep your wrists straight. The shoulders and elbows should hang naturally. The elbows should neither touch the body nor be too far away from the body. Elbows should also be bent at 90 degree angle.

Monitor Placement: The close proximity of your monitor may lead to headaches, tense neck muscles, eyestrain etc. You should not bend your neck while working on the monitor and the upper border of screen should be at eye level. The distance of screen from the user depends on the size of screen. Approximate distance is 60 cms for 17 inches screen.

Mouse and Keyboard Placement: Keep your keyboard and mouse close together. The user should have an approximate distance of 20 cms from the keyboard, which will help in smooth and effortless operation of keyboard. Same height of keyboard, mouse and elbows helps the users to work comfortably.

Chair and Table: Both computer users' chair and table should be adjusted to an optimal height. Chair of computer user must be supportive of his lower back. Upholstery of chair should have a non-slip material. Keyboard and vibrating devices like printers should be on separate tables. Computer table should also have sufficient space for your legs.

Once an ergonomically correct workstation is ensured, typewriting effectively and efficiently becomes a natural phenomenon without causing unnecessary fatigue.

Placement of Matter to be typed: In case you need to copy matter while typing, it may be either placed left or right to the keyboard preferably on a Copy Holder which has a sloping surface.

Balance Between Movement And Stability: To avoid occupational hazards, it is important that you maintain balance between movement and stability of eyes, fingers, body, hands, back and shoulders.

Positioning Of Fingers On The Keyboard: as typing is equivalent to pen or pencil now-a-days, mastery of computer keyboard has become obvious. Mastery typewriting skills means to attain necessary knowledge and skill of keyboard operation by correct positioning of fingers.

Here, we will discuss the Touch Method of Typewriting on QWERTY Keyboard Layout. Specimen of QWERTY Layout is given as under:

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In the Home Row Approach, also called Horizontal Approach, all the eight fingers of both the hands rest on Home Keys during the course of the keyboard operation. The fingers are trained to make the correct movement to the other keys in such a way that each finger return immediately to its home key after it has depressed the corresponding key in any other row. The thumb of right hand is used to operate Space Bar. The keyboard learning process starts from the second row (Home Row) followed by the Third Row (Upper Row), first Row (Bottom Row) and the Fourth Row (Number Row). The fingers of both the hands have to operate the keys allotted to them on each row. It must be remembered that each finger has to operate only the key allotted to it. The process of allocation of different keys to different fingers on different rows is discussed below:

Touch Typewriting: Place four fingers of each hand on Home Keys as shown above. The remaining two keys 'g' and 'h' on the second row are operated by the forefingers (Index Finger) of left and right hand respectively. In other words, finger allocation is given as under:

Home Row - Left Hand Home Row - Right Hand LF RF MF IF IF IF IF MF RF LF A S D F G H J K L ;

IF = index finger (forefinger)

MF = middle finger (second finger)

RF = ring finger (third finger)

LF = little finger (small or pinky finger)

Now, depress the following: asdfg ;lkjh

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

In this row, type 1, 2, 3 with little, Ring and Middle Fingers of Left Hand respectively and 4 and 5 with Index Finger (Fore finger).

Similarly, type 0, 9, 8 with little, Ring + Middle Fingers of Right Hand respectively & 7 and 6 with index Finger (Fore fingers).

Number Row - Left Hand Number Row - Right Hand LF RF MF IF IF IF IF MF RF LF 1 2 3 4 5 6 7 8 9 0

USING NUMERIC KEYPAD:

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Efficient and effective use of numeric keypad is quite important when a lot of numeric data is to be inserted.

Here, we will learn numeric keypad which has four columns and five rows. The row which has 4, 5, 6 and + is called Home Row. This is the row which is initially practiced by a touch typist. The allocation of keys on this row is as given in the following table:

On a numeric keypad also we have guide key which is number 5. It has a small raised tangible mark which serves as guide for the touch typist in the placement of fingers on other keys.

The allocation of rest of the keys on numeric keypad is: The 0 is to be depressed by the right hand thumb. One can also make use of calculator keyboard for numeric keypad practice.

SUCCESSFUL KEYBOARDING TIPS:

Following are certain points to remember for successful keyboarding techniques:

- a) Press the keys with feather touch and do not put undue pressure.
- b) While typing, rest your fingers on home row.
- c) Let your fingers naturally fall on the keys so that each rests on top of the next key along the same horizontal row.
- d) While typing, release the key immediately as soon as you depress it. If a particular key is not released immediately and held down for long, the key will repeatedly type the same character.
- e) While learning the keyboard, do not look at the keyboard.
- f) Try to maintain rhythm while typing. It means pressing the keys with equal intervals of time.
- g) Press the keys only with the fingers allotted for them.
- h) While depressing a key, speak the requisite alphabet or number whatever may be the case in your mind quietly.
- i) Relax. Avoid any type of mental stress while typing.
- j) Secure typing ergonomics.
- k) At initial stages, mistakes are bound to happen. So, maintain patience.
- l) Be consistent with your practice.



m) Speed and accuracy, both are equally important.

You should 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.

USE OF TYPING SOFTWARE: There are many such software available which are free of cost and are customized to learn typing efficiently and effectively.

**REMEMBER, THREE GOLDEN RULES OF GAINING
MASTERY OF KEYBOARD**

PRACTICE, PRACTICE AND PRACTICE

Besides lessons on touch typing techniques step by step on on-screen keyboard, typing software also provide typing games, multi-user support, method of spotting errors and their rectification etc. There is a facility of goal setting at an individual level depending on one's performance besides maintaining personal performance statistics. On the basis of progress, the learning pace can be adjusted which is quite a personal approach. Above all, there appears to be a wizard available all the times to guide the learner through the lessons. Practice of keyboarding skills can be done as per learner's convenience thus saving a lot of time and energy. Use of typing software is designed in such a way that the learner does not require any additional technical knowledge of computer, which makes it easy for learners to use the same confidently.

Typing Trivia

- "Stewardesses" is the longest word typed with only the left hand and "lollipop" with your right.
- The sentence: "The quick brown fox jumps over the little lazy dog" uses every letter of the alphabet.
- TYPEWRITER is the longest word that can be made using the letters only on one row of the keyboard.
- The only 15-letter word that can be spelled without repeating a letter is "uncopyrightable."
- No word in the English language rhymes with month, orange, silver, or purple.
- There are two words in the English language that have all five vowels in order: "abstemious" and "facetious."



LET'S SUM UP

Keyboard is the most common method adopted for input of data into a computer. Knowledge of keyboarding skills and typing ergonomics has become inevitable today. Computer keyboard contains the various types of keys viz. Alphanumeric Keys, Punctuation Keys, Special Keys, Numeric Keypad, Home Keys, and Guide Keys etc. Typing Ergonomics help a typist in securing a comfortable position besides enhancing efficiency. Attaining necessary knowledge and skill of keyboard operation is obtained by correct positioning of fingers on the keyboard. Successful keyboarding techniques help the learner to work speedily to attain targets. Now-a-days, use of typing software is common to learn keyboarding skills and develop typing speed.

Self check 3	Open questions
---------------------	-----------------------

Name: _____

Date: _____

Write short answer to the following questions.(10 points)

1. _____ key is also called a return key.
2. Differentiate between Home Keys and Guide Keys.
3. What do you understand by Guide Keys? Name the Guide Keys of:
 - (a) Computer keyboard
 - (b) Typewriter
4. Explain the role of typing ergonomics.
5. Why the use of various typing software is common now-a-days?
6. Mention the finger allocation of keys of Bottom Row of computer keyboard.



Note: Satisfactory rating – above 5 points Unsatisfactory - below 5 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Operation Sheet 1-

Applying touch typing technique to type home keys

Instructions to operate home keys

A is typed with the left small finger

S is typed with the left ring finger

D is typed with the left middle finger

F is typed with the left forefinger

J is typed with the right forefinger

K is typed with the right middle finger

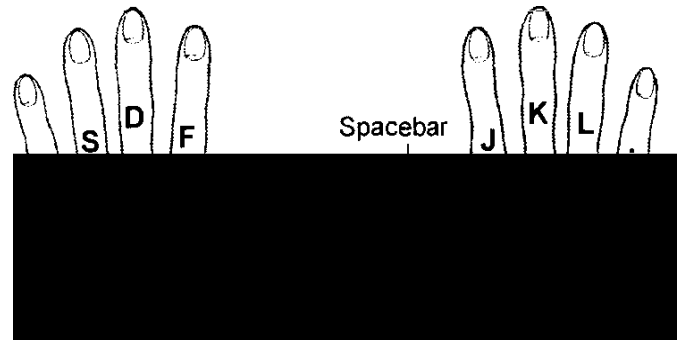
L is typed with the right ring finger

; is typed with the right small finger



Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise.



Lap taste	Typing Home Keys
-----------	------------------

Name: _____

Date: _____

Time started: _____

Time finished: _____

Instructions: Given Necessary Information/Instruction, Equipment And Materials You Are Required To Type The Following Home Keys Within.

asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh
 asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh
 asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh asdfg;lkjh fads lall
 dask sad slak flask fads lall dask sad slak flask fads lall dask sad slak flask fads lall dask
 sad slak flask fads lall dask sad slak flask fads lall dask sad slak flask fads lall dask sad slak
 flask fads lall dask sad slak flask

Operation Sheet -2	Applying touch typing technique to write letter e, t and n
--------------------	--



e is typed with the d finger

t is typed with the f finger

n is typed with the j finger

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

Lap taste 2	typing letter e, t and n
-------------	--------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction/information, equipment and materials you are required to type the following paragraph made of letter e, t, and n.

deddeddeed deeds led lead leads;

ell fell sell dell jell jelleel eels;

a lease; a lessee; a deed; a lease;

skate a lake; a leek seed; eke a keel;



ftffftaft set jet tatkettle katskate

flakes tastes test lest tastes tested jest;

settle daft kettle fettle felt deft left

let lets set settle kettles jet jest set;

jnjnjnjnj;njknjnjnntknee net;

sank tank dank lank sank ants nans needs;

ants eat eels; ants eat fat fast; seattle;

lend neda tent; deal ken a taste; knee dan;

lentasted a neat date; jensells eels

a tell taletaste; a tell tale taste;

a sad lad teases a jaded dad

dad sells fen and lends a den; a lad sells;

taken tented tents nettled nettles fattens

lads and lasses seek dates and steaks

sent a tent; lean jeans fade; tale taste

jess let tall ken taste a fat flat seed

daft des fades fast and needs a feed

dad tests all deaf lads and talks sense

aassdff; II kkjjas ad afajakal

deadeal dell deaf desks deeds ekes elks;

jandalssandals tests desks jess taste dens;

deed jells felt ekes sank dank land take;

send a fast tank; add a jade desk; flask

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dent less kettles; and add flank steaks;

Operation Sheet 3-	typing the r and , keys
--------------------	-------------------------

<p>r is typed with the f finger</p> <p>, is typed with the k finger</p>

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

Lap taste 3	Apply touch typing technique to write key r and key ,
-------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information/ instruction, equipment and materials you are required to type the following.

frfrfrfrfrfrfrfrfrfrfrfrfrfrfrfrfrfr

frf red redfrf ran frfrt tar frf jar

jar near rate lard dark dark larks near



fear ear leer deer rate dare darn lakes

k,k,, I,kd,sa,rI,ff,ds,; k,kk,k

rakes, raked, trade, traded, fear draft

larks, deer and snakes at last freed;

ken settled faster and faster

danread, drank and feared; starts,

katestarts, fear; dread, sadness,

add and dare, fredstated; tense, lean,

serfs jaded, tan, trade jeans; free, left;

dare jan, jan stated; frank, keen, lasses

fast tanks, fallen jets; earn, fearless

fred traded and talked; seals earn;

trade arrears, jan feared; len traded

ants fell trees, settled, tested lad;

fred traded, and fred talked; fearless lasses

flattened tanks; fallen jets, fast tanks

ken stated; dad felt settled; serfs earn

trade jeans, fast and feared, lean and tense

ate and drank, dart and start

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as fast as a jet, eat a jaffa, feed rats seed, start a fad

deaf and slender ant a lean and neat lad

learn a trade, sadness and dread, faded jeans and jets

ken sat near a lake, keen kate stared, jane and dan talked

Operation Sheet -4	Procedures to Operate Shift keys
--------------------	----------------------------------

Procedures to capitalize a letter typed with a right hand finger:

1. Hold the left Shift key down with the A finger and strike the required letter with the right hand finger.
2. Release the left Shift key and return the A finger to the A key.

Procedures To capitalize a letter typed with a left hand finger:

1. Hold the right Shift key down with the; finger and strike the required letter with the left hand finger.
2. Release the right Shift key and return the; finger to the; key.

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise



Lap taste -4	Apply touch typing technique to Operate Shift keys and make letters capital
--------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given the procedures, instruction/information, equipment and materials you are required to type the following.

aJaJar JaraJaJan JanaJaNan Nan;

Jake and Nana talk, Jane Lands fell;

aaaKafLafJafLafNed Ken Jan Jane

Lena, Len, Nana and Ken fell

Lad KalLae Jae KadKae

Edna, Ted and Dan and Fred talk sense

Sad Dad fell as Ted drank

Dear Anne dares fat Des

Dates taste as neat as Sandra

Dell eats salads; Alf sees shells; A lad;

Alan Dean Jed Sard

Rasta Neal Santa Feast

Jess Kent Fred Jeffs

Lena East Ted Rae

Alf Sea Len Ken Fen

Operation Sheet 5-	Procedures to use the caps lock key and make many capital letters.
--------------------	--

To type a word (or words) in capitals use the CAPS LOCK key:

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1. With your A finger press the Caps Lock key.
2. Type the word or words to be capitalized.
3. Release the Caps Lock key by depressing.

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

Remember to release the Caps Lock key when a capital letter is no longer required in the following lines.

NOTE: If the Shift key is used with the Caps Lock on, a lower case character will be displayed

Lap taste -5	Use Touch Typing Technique To Type Uppercase Letters
--------------	--

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary procedure, instruction/information, equipment and materials you are required to type the following capital letters.

LEARN FAST

SEND A DESK

JANE TALKED AND TALKED

ANN ASKED JANE

Alas, a SAD salad

All JETS land at Kettles

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Fred read DEAR KATE at last Ted Lake FELT saddened

DENTAL rates are keen

Dan, Ena, Tess, Jane and Ken EARNED LEAST

Operation Sheet 6-	Instructions to type letter i, h and o keys
--------------------	---

i is typed with the k finger

h is typed with the j finger

o is typed with the l finger

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

Lap taste 6-	Typing letter i, h and o keys
--------------	-------------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction/information, equipment and materials you are required to type the following.

kikiii kikiii kikiii kikiii kik

fists fills files falls flake tilt

site kiss tide tilts sniffs sink

jhjjhhhhhjhjjhhhhhhfhj

has he she hired head shed shared



heels fresh freshen three thread
 loloolooloolool sol lodslo
 Don loans tore took hook looked
 odes Ollie another lofts foal fold
 John is dead; Fred is too;
 Dear Janet; Trades Hall;
 his and her shirt; all dirt;
 links rattle and fall; sell different handles;
 Alfred dislikes jandals and jade; so do I
 Lettie tells Teddie a date
 Skiffs sail and kites fail
 Hilda lent Iris a dollar at noon
 Fred and Frieda looked at the shore
 John likes steak and fresh salad
 Shall Don and Donna find the hotel
 Soon, the ratty snake hissed at Oline
 Tell Rose that Stan told Toni to feed the rest

Operation Sheet 7-	Instructions to Operate c and . Keys
--------------------	--------------------------------------

C is typed with the D finger



. is typed with the L finger

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise
6. do not go on to the next line until you have typed each line correctly

Lap taste 7-	Operating keys c and.
--------------	-----------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction/information, equipment and materials you are required to type the following letters.

dcdcdcedceddecdeclac laccad cad

sock rock coral choose order locks iced

ashcans rattles; soccer tactics; icicle;

l.ll.llolloll.ll.ls.ss.sh.jd.k

He did. She said. No, I did not do it.

The soil. Linda died. Jack liked her.



He had a soiled shirt and tie.

Alan called at the store near Lillie Street.

Tell Rose and Stan that Cathtold Eric.

Jane thanked Fiona and Dana for their loan.

Ira thinks and learns faster than Irene.

Karen said her friend is located near Nelson.

Connie liked the cheese she tasted here.

She did not intend to set another date.

He can choose and order the door locks.

THINK AND LEARN FAST. LOOK AT CONNIE.

The JEANS she ordered are all FADED.

Cecilia cried and carried on a lot.

Cocoais a fine drink.

It costs a lot to look for the code.

Fetch Sadie a coffee and cake.

His trailer is leased to the local school.

Jennifer rides fast horses.

Alan jested. Fred frocked. Ron snorted.

Stan and Kenneth joked. Jan entered.

Joan had a cotton frock. Cleo liked it.

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Operation Sheet 8-	Instructions to Practice p, u and m keys
--------------------	--

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

p is typed with the ; finger

u is typed with the j finger

m is typed with j finger

Lap taste 8-	Typing p, u and m keys
--------------	------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction, information, equipment and materials you are required to type the following letters.

;p; ;p; pp; p:p p:p pep pip ape lap

past part lope pap prop hope praised

pace depend picked par pal lope

jujujuujuutu use under unit



utejuts duke junk judo tuft taut

duo dune lukejute just Ruth duet

jmjjmjmmjmjmmad mac made ram

tram music mural mutes motel maple

Julius moa maker modest mount mopes

rush unit moment married upset mean

sunshine trout independence unusual

potato smoke umpire million copper

Pam promises to proofread her paper.

Sandi promises to like Samuel.

The sale started in Mount Isa.

At dinner he ate such a lot.

Trade a doll for a pint of milk.

The chocolate tastes so delicious.

At the moment I feel shattered.

Pick and select the lollies from the dish.

She ate her fresh trifle at the fair.

The recipe included raisin and date scones.

Please purchase for me maple cream pancakes.

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Please refuse to poke the fire.

The cattle made a noise in the shed.

It is so hot for us to come to school.

No fish tastes as nice as snapper.

I adore fish and chips and tomato sauce.

Mr and Mrs Pam Cochrane are ill.

Sunshine is sure to help her health.

Ripe plums are full of juice.

I treat Dad and Mum to coconut milkshakes.

Operation Sheet 9-	Instructions to type w and y keys
--------------------	-----------------------------------

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

<p>w is typed with the s finger</p> <p>y is typed with the j finger</p>

Lap taste 9-	Typing letters w and y keys
--------------	-----------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____



Instructions: Given necessary instruction, information, equipment and materials you are required to type the following letters.

swsswswwswworwar wed win awe awesome

waste crowd down swims wash wicked watch

weapons were unknown to Will Willis

Wanda went to work in Woolworths twice a week.

jyjjyjyyjyyuyyasayes day yap yak

yourself yet yellow year anyhow study toys

Rory said last Friday was the weary day.

Yesterday, not today, William was surprised.

Tony went to work at Yorkon Wednesday.

Wendy Day wanted to try the tasty tart.

The walk to the water was now too easy.

We prefer to watch the windmills in Watford.

Wally had two new white cars in Wanneroo.

Why, oh why do you dye your hair?

Yesterday we walked in the Westside Mall.

It was a wet and windy wintry day.

Yes, we wore yellow slacks and hats.

You too can enjoy walks in winter.

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Swallows fly fast and sparrows chirp loudly.

Tomatoes cost as much to purchase as pears.

Shirley married William Wally Watford.

Year in, year out, we consistently work hard.

Operation Sheet 10-	Instructions to Type letter g, x and b
---------------------	--

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

g is typed with the f finger
x is typed with the s finger
b is typed with the f finger

Lap taste 10	Typing letter g x and b
--------------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction, information, equipment and materials you are required to type the following letters.

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fgfffgggfgggag gauge gig game

gigs grey grid rights fight night

Peg grasped the edge of the grate.

sxssxxxxsxlax xxx mix fox

tax six axe excuse wax except

Simon got good money for six sick xmastrees.

fbffbfbbbbfbabbib about abba

bar buy bus rugby barge barber brawls

Barbara, Beryl and Bob bought boiled berries.

Black rabbits burrowed beyond the barn.

Buried in the library is the book for Bryan.

Brown bananas do not bear thinking about.

The floor was fixed and waxed for xmas.

Expect Grant to answer his xmascards.

Do explore the gardens during a lunch break.

Butchers and gardeners play rugby after work.

The Grand Canyon is beautiful to explore.

Please welcome any French tourists to the city.

Cardboard boxes tend to break easily.

Herbs and grasses grow alongside each other.

Exercise is excellent for mind and body.

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My grandmother and grandfather wear garters.

Barbara Brighton bought bright banana bags.

Beneath boxes the bridge chorus celebrates.

Icebergs are below the surface of cold seas.

Operation Sheet 11-	Instructions to type keys q, v and z
---------------------	--------------------------------------

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

q is typed with the a finger
v is typed with the f finger
z is typed with the a finger

Lap taste 11-	Typing letters q, v and z
---------------	---------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction, information, equipment and materials you are required to type the following letters.

aqaaqaaqqlaaqsqwaqqq

quip quest quiet queen Quebecquantity



Queensland Quentin aqua sequel queue

fvffvfvfvrvvavv ft gvtfvffvfvfvrvvavv ft gvt

wives vows have saved seven vines.

We provide a very good delivery service.

azaazazazszswax waxzoezeodadze

zinkzoo zone zoom citizen zenith zebra

New Zealand is a beautiful country in the Pacific.

Daisy is a lazy girl who is in a daze.

Seven skilled men solve problems effectively.

You will be *very* pleased to see the Queen.

Your waitress will serve you immediately.

Quickly and quietly put the quinces away.

I saw a marvellousvocalist in Venice.

What size is the uniform for Zera?

Do not be lazy.Be a zealous student.

Hazel and Zoe are amazing with zips.

He was quizzed for hours bythe students.

Please recognisehow the camera zoom works.

He questioned Vera very carefully about Queen Street.

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The boy questioned the vicar on his travels.

They christened the ship QUEEN VICTORIA.

Find these animals in the book:zebras and yaks.

The entry into ZaireParkwas expensive.

Zola Zambukazipped with zeal.

Operation sheet 12-	Instructions to Type sentences using the English alphabets
---------------------	--

Instructions

1. Do not look at the keyboard.
2. Each letter should come beneath the other.
3. Concentrate your mind on the text.
4. Typing should be done quite accurately with constant rhythm.
5. Repeat this process until mastery over this exercise

Lap taste 12-	Typing sentences
---------------	------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction, information, equipment and materials you are required to type the following letters.

Awkward Allan Aldridge always ate apples at an angle to his ankle.

Big Bruce Brewster batted brilliantly bashing balls backwards.

Careless Christine Cowper chewed cherry chewing gum courageously.

Dapper David Doggett drove Dale Davies Daimler down Dock Drive.

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Every time Eva Everage entered, Edna Earthenware entertained exiting.

Funny Freddy Facelift fretted frantically for four fortnights.

Graceful Granny Grumpit grimaced while gravitating groundwards.

Horrible Henry Hearsay heard HoriceHordford spelling horticulture.

Ian Innocent is interviewing Ivan Insight inside the I. I. Institute.

Jolly Jacob Jackson just jogged joyfully by the Jackson's jeep.

Kelly Karinhood kissed Kim Krookneck because Kelly is keen on Kim.

Larry Largess laughed loudly at the lovely, loyal lady lawyers.

Mandy and Mark made marvellous manageress and manager material.

Notable Nellie Nobody nodded needlessly ignoring the near native.

Occasionally Ollie Oliphant overheard obnoxious officials organising.

Poor Peta Partridge personally paraded in pink pantyhose.

Quality and quantity of quaint quinces was out of the question.

Rusty Roberts rushed recklessly around the rusty refrigerator remains.

Sweaty smelly sandshoes soon suggested sandals seemed more suitable.

Thomas Telford told tens of travellers about taking tiring trips.

Ugly UrwinUpincomin urges the upper class to utilise umbrellas.

Versatile Vera was very vigilant in varying the variety of vegetables.

Will William Waterson want wages while waiting and wondering?

Xanthe examined the exquisite exhibition with extreme anxiety.

Yesterday, the youth, YonandeYetty, yelled "You're yellow".

ZernaZerner risked drizzle and breeze to see the dizzy bazaar

Hold on.

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Fly home.

A hot day.

Pay us now.

Surprise me.

Move forward.

Do not be blue.

We provided it.

I sent the note.

Equality for all.

Experience counts.

Whose sack is this?

Our town was famous.

Make an announcement.

I love to play tennis.

Money was banked daily.

Zoos have blue canaries.

Tuesdays are usually wet.

My information was sketchy.

The car is clean and cheap.

English is taught at school.

Operation sheet 13-	Instructions to Type numeric keys
---------------------	-----------------------------------

Instructions to type the number keys

The right hand is used for keying in numbers.

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The left thumb is for spacing.

The j finder is used for the numbers 0, 1, 4 and 7.

The k finger is used for the numbers 2, 5 and 8.

The l finger is used for the numbers 3, 6 and 9 as well as for the full stop.

The; finger is used to depress Enter.

Lap taste 13-	Typing numeric keys
---------------	---------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary instruction, information, equipment and materials you are required to type the following numbers.

Type the following groups of numbers on your keypad.

789 789 789 789

456 456 456 456

123 123 123 123

741 852 963 369

753 951 486 624

183 982 861 203

709 802 500 406

Type the following sentences.

There are eight digits in my phone number: 9123 4432.

Be in my office between 3.30 pm and 3.45 pm.

My postal address is PO Box 790, Maryborough.

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Invoice number 8096 was posted on 16 May 2007.

I wish I was 3 metres tall, not 1.5 metres!

Please photocopy pages 169 to 172.

When typing 1151, do not type 1155.

I ordered 75 metres of fabric no. 21.

He paid 14 000 dollars into bank account 25764.

Type 1 2 3 4 and 5 with the left hand.

Type 6 7 8 9 and 0 with the right hand.

Who said 54 and 23 equals 70?

I was bored at 9.30 am on 25 August.

The amount owing is 28 days overdue.

Check the number of invoices from 619 to 734.

Please subtract 135 from 564.

Operation Sheet 10-	Instructions to type keys on the upper row of the keyboard using touch typing technique
---------------------	---

Instructions:

1. Type the following words and sentences in double line spacing to practice the Upper Row of the keyboard:
2. Leave two line spacing.



Lap taste 10-	typing keys on the upper row of the key board using touch typing technique
---------------	---

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, equipment and materials you are required to type the following.

qwerty uiop qwerty uiop qwerty uiop qwerty uiop qwerty uiop qwerty uiop qwerty uiop post quite
type quay pole ripe 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

Operation Sheet 11-	typing keys on the bottom row of the key board using touch typing technique
---------------------	--

Instructions: Type the following combination of words using touch typing technique.

Lap taste 11-	Typing Keys On The Bottom Row Of The Key Board Using Touch Typing Technique
---------------	--

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary information, equipment and materials you are required to type the following.

game roxy time taxi mind camp jump lazy, size; zeal, haze, zone; zinc. game roxy time taxi mind
camp jump lazy, 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

Information Sheet 4-	Developing speed and accuracy
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Checking Accuracy of Your Work

When you have completed typing a document, you need to check to make sure that it is free from errors. Most organizations have a policy that says all documents should be free from spelling and punctuation errors. Errors can have practical consequences – they can cause misunderstandings, offend people or, in the case of an incorrect address, result in mail not being received. As well, when errors are left in a document, the organization looks unprofessional.

Checking the content

If you are the writer, it is essential that you check the content. Think about the purpose of the document and consider whether what you have written will achieve this. Ask yourself:

- Have all the relevant points been covered?
- Who will be reading the document?
- Are the style and ‘feel’ appropriate?
- How will the reader feel when he or she reads it? (Imagine that you are the reader).

This is particularly important when writing a letter or a document that you want someone to respond to. If you have typed a document written by someone else, it is still sensible to be aware of the content. You might notice something important that the writer overlooked. What you do about content issues will depend on your role in the organization and your relationship with the writer.

Checking the spelling

You can use the computer’s **Spelling and Grammar** check to help you identify spelling errors. It is a good tool but can’t be relied on as it has limitations:

- Any word that is not in its dictionary is identified as a possible error
- It will only tell you if a word has been spelt wrongly.

Hence, the following subtopics enable you to check errors and amend the errors.

To keep a check on your speed and accuracy, set your targets for every day and for every week. Measure your performance regularly in the form of a chart till you achieve your set goal.

(The method of measurement of Gross Speed and Net Speed is discussed in the next lesson).

Self check questions	Short answer Questions
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Name: _____ Date: _____

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Write short answer to the following questions. (5 points)

1. What are the practical consequences of preparing a document with errors? **(3 points)**
2. What are the limitations of a computer's spelling and grammar check to use as a correcting tool for Spelling and grammar of your document? **(2 points)**

Note: Satisfactory rating – above 3 points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____



BASIC CLERICAL Work

Level I

Learning Guide-32

Module Title: Developing Key Board Skill

LG Code: EIS BCW1 M09 LO3-LG-32

TTLM Code: EIS BCW1 M09 TTLM 09/20/19

LO 3: Checking accuracy.

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Instruction Sheet	Learning Guide # 32
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- 3.1. Proofreading document to carefully identify errors
- 3.2. Amending document, and correcting errors

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Proofread document to carefully identify errors
 - Amend document, and correcting errors
1. Read the specific objectives of this Learning Guide.
 2. Follow the instructions described below 3 to 6.
 3. Read the information written in the information “Sheet 1 and Sheet 2”.
 4. Accomplish the “Self-check 1 and Self-check 2” **in page -39, 42, 44 and 47** respectively.
 5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1” **in page -48.**
 6. Do the “LAP test” **in page – 49** (if you are ready).



Check Accuracy of Your Work

When you have completed typing a document, you need to check to make sure that it is free from errors. Most organizations have a policy that says all documents should be free from spelling and punctuation errors. Errors can have practical consequences – they can cause misunderstandings, offend people or, in the case of an incorrect address, result in mail not being received. As well, when errors are left in a document, the organization looks unprofessional.

Checking the content

If you are the writer, it is essential that you check the content. Think about the purpose of the document and consider whether what you have written will achieve this. Ask yourself:

- Have all the relevant points been covered?
- Who will be reading the document?
- Are the style and ‘feel’ appropriate?
- How will the reader feel when he or she reads it? (Imagine that you are the reader).

This is particularly important when writing a letter or a document that you want someone to respond to. If you have typed a document written by someone else, it is still sensible to be aware of the content. You might notice something important that the writer overlooked. What you do about content issues will depend on your role in the organization and your relationship with the writer.

Checking the spelling

You can use the computer’s **Spelling and Grammar** check to help you identify spelling errors. It is a good tool but can’t be relied on as it has limitations:

- Any word that is not in its dictionary is identified as a possible error
- It will only tell you if a word has been spelt wrongly.

Hence, the following subtopics enable you to check errors and amend the errors.

Proof reading

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Checking your work is called **proofreading**. You should check it on the computer screen first. This saves time and paper. Then print the document and check the printed (hard) copy. To proofread your work you should check the:

- ✓ Spell check
- ✓ Checking for grammatical errors
- ✓ Checking for punctuation errors
- ✓ Checking documents for general accuracy

Conscientious typists always check carefully what they have typed. Paragraphs are proofread; that is, they read for meaning, as if they had not been read before. Figures, proper names, and uncertain spellings are double checked against the original or some other sources. In addition, completeness should be also checked.


Some proofreader marks/symbols are listed hereunder:

Symbol **meaning**
Cap or. ≡ capitalize

^ Insert


Delete


Move left


Move right

add horizontal space

/ lc lowercase letters

 Transpose

> increase vertical space



<decrease vertical space



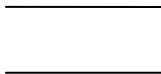
----do not delete/ leave **as it is**



----- make bold

Hence, you can amend any errors using the above proofreader marks.

Example,



If you are planning to enter the business world after you have completed school, you should utilize your school year to develop and improve all the qualities, basis skill, and know-how that are demanded of those who wish to derive a sense of satisfaction from their jobs. In preparing yourself, you can recognize the importance of neat, suitable clothing and good grooming. You just also know that if you wish very far in an office job, you are must be able to dress well –even on a budget. That is very limited.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ is called checking your works.(1point)
2. Proof reading a document includes checking _____, _____, _____ and _____?(4 points)
3. What are the practical consequences of preparing a document with errors?(3 points)



4. What are the limitations of a computer’s spelling and grammar check to use as a correcting tool for spelling and grammar of your document? (2 points)

Note: Satisfactory rating – 5 and above 10points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-2	Amending Document, and Correcting Errors
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When errors are found, correct or amend them carefully. Errors may be spelling, punctuations, space, figures, capital or small letters, incompleteness and grammars etc.

Follow these steps.

1. Look at your printed document to make sure that it is set out correctly.
2. Read it through quickly to check for any obvious errors. Circle any errors in red pen.
3. Place the original document and the printed document beside each other on the desk.
4. Place the original on your left and the printed document on your right. Reverse this if you are left-handed.
5. Use a ruler to move down, line by line, on the original.
6. Keep your place on the printed document with the point of your biro.
7. Pay particular attention to names and addresses, checking them carefully against the original.
8. Mark any corrections on the printed document as you go.
9. As a final check, read the document aloud.
10. Make the corrections on the computer copy and print out a final copy.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the types of errors that you might make when typing a document? (7 point)
2. Write the steps that need to be followed to correct and amend errors from documents. (10 point)

Note: Satisfactory rating – 9 and above points Unsatisfactory - below 9 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Operation sheet 1	Instructions to Proofread your document
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Instructions

- Type the document
- proof read it
- Correcting all errors.
- Amend the document

Lap taste 1	Proof reading the accuracy of a document
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Did you see that advertisement in the business section of teh newspaper this morning? There are several computers which are being offered at excellent prices. (4 errors)

A good secetary should all ways keep a list of staff addreses and phone numbers handy. It may be necessary to call staff at home in an emergency. (4 errors)

Weekly staff meetings will be held on the first monday of each month. Each employee will recieve an agenda the week befroe each meeting. (3 errors)

It is important that aLL work is proofread before printed. It is more dificult to correct errors once the work has been printed in your work processer. (5 errors)

There are too spaces after a semi – colon;there is one space after a comma. (3 errors)

Medecare hospital cover is for the ful cost of shared acomodation in a public hospitle where a hospital docter provides the treatment. Outpashent treatment is also covered. Medicare does not pay the cost if you are to be treated by a doctor of your own choise. There is knowkover for hospitalisation oversees. (10 errors)

At auction sales, prospective buyers bid for a item being ofered and the eventual buyer will be the bidder who offers the highistprise. The person who conducts the sale in called an auctineer, and must have a license. The auctioner acts as agent for the owner of the goods and, for this servise, is paid a comission. (10 errors)

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REFERENCES AND WEBSITES

- Principles of Typewriting by D.P. Bhatia & S S Sangal by Pitman S S Publications.
- How to Learn Typewriting by Dr R C Bhatia, G Lal & Co.
- Learning to Touch-Type by Shlomo Perets, MicroType
- Touch Typing Made Simple by Lillian S. Mark
- List of Free Touch Typing Software and Online Resources
- Title 10 Finger Break Out Analytical Eye Typing Tutor a Type Trainer4Mac Bruce's Unusual Typing Wizard Gabe's TypOmeter kbTrainer

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