

Professionalism in the Workplace

Lesson 7: Learning to Type

Name: _____

Date: _____

I. True or False?

Read the statements below and select **T** if the statement is true or **F** if the statement is false.

1. Having a faster typing speed means you will make fewer errors when typing.

T F

2. When typing from the row of numeric keys, both the 5 and 6 are typed with the left index finger.

T F

3. The home row keys are A, S, D, F, J, K, L, and O.

T F

4. As you type, correct posture lets you breathe more easily and type more quickly.

T F

5. When using the ten-key numeric pad, your index finger should type the 7 key.

T F

II. Multiple Choice

Choose the answer that best fits each statement below.

- _____ 6. What do the Function keys do?

- a. Erase errors to the left of your cursor
- b. Act as shortcuts to perform functions, such as saving
- c. Shut down your computer
- d. None of the above

- _____ 7. Which of the following is a benefit of touch-typing?

- a. Employers will want to hire you
- b. You will be able to compose at the computer rather than typing from prewritten material
- c. You will be able to concentrate better
- d. All of the above

- _____ 8. Proper finger placement on the keyboard can improve your:
- a. Speed
 - b. Posture
 - c. Accuracy
 - d. Speed and accuracy
- _____ 9. As you type, where should you look?
- a. Your fingers on the keyboard
 - b. What you are typing from
 - c. Wherever is most comfortable for you
 - d. All of the above
- _____ 10. When you type, you should always keep your fingers positioned on the:
- a. Numeric keypad
 - b. Bottom row of the alphabetic keys
 - c. Top row of the alphabetic keys
 - d. Home row keys

III. Short Answer

Answer each of the questions below in the space provided.

11. What does the backspace key do? Which finger should you use to press this key?

12. On an Apple keyboard, what is the purpose of the Command key?

13. What is the home row position for the ten-key numeric keypad?

14. Describe proper typing posture in a few brief sentences.

15. Define speed and accuracy, and briefly explain their importance in touch-typing.