

BCM SCHOOL

Basant Avenue, Dugri Road, Ludhiana

Class IX

Assignment – Chapter: Keyboarding Skills

Part A – One Mark Questions (1×5 = 5 marks)

Q1. Which key is used to move the cursor to the beginning of a line?

- a) End b) Home c) Ctrl d) Tab

Q2. What is the recommended posture for typing?

- a) Leaning back b) Sitting upright c) Lying down d) Standing

Q3. Which finger is used to press the letter 'A' on the keyboard?

- a) Left little finger b) Right little finger c) Left index finger d) Right index finger

Q4. The technique of typing without looking at the keyboard is called _____.

Q5. Which key combination is used to save a document in most applications?

- a) Ctrl + P b) Ctrl + S c) Ctrl + C d) Ctrl + V

Part B – Two Marks Questions (2×2 = 4 marks)

Q6. Write any two advantages of touch typing.

Q7. State any two differences between numeric keypad and alphanumeric keys.

Part C – Assertion & Reasoning (1×1 = 1 mark)

Q8.

Assertion (A): While typing, wrists should rest on the desk for better speed.

Reason (R): This reduces unnecessary movement and fatigue.

- a) Both A and R are true, and R is the correct explanation of A.
b) Both A and R are true, but R is not the correct explanation of A.
c) A is true, but R is false.
d) A is false, but R is true.