

BCM SCHOOL

Basant Avenue, Dugri Road, Ludhiana

Class IX

Assignment – Chapter: Keyboarding Skills

Answer Key

Q1. b) Home

Q2. b) Sitting upright

Q3. a) Left little finger

Q4. Touch typing

Q5. b) Ctrl + S

Q6.

- Increases typing speed.
- Reduces typing errors.

Q7.

- Numeric keypad contains only numbers and symbols; alphanumeric keys contain letters, numbers, and special characters.
- Numeric keypad is usually on the right side; alphanumeric keys are in the main central section.

Q8. c) A is true, but R is false. (*Wrists should be kept elevated, not resting, to avoid strain.*)