

ASSIGNMENT 2

Q1:- What are the successful keyboarding skills? (5 marks)

Ans 1:- The following points may be kept in mind for successful keyboarding techniques.

- Press the keys with feather touch and do not put undue pressure.
- Rest your fingers on Home row while typing.
- Allow your fingers to fall naturally on the keys so that each rests on top of the next key along the same horizontal row.
- While typing, release the key immediately as soon as you press it. Holding the key for long time, will repeatedly type the same character.
- Do not look at the keyboard while practicing.
- Press the keys with equal intervals of time in rhythm.
- Press the keys only with the fingers allotted for them.
- While pressing a key, say slowly pronounce the character on the key.
- Do not take any mental stress while typing.
- Secure typing ergonomics.
- Maintain patience if committed mistake at initial stage.
- Maintain a balance between speed and accuracy, as both are equally important. Do 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.

Q2:- What are the typing speed can be measured with different accuracies? (3 marks)

Ans 2:- **the typing speed can be measured with different accuracies such as**

- How many words are typed for a certain time period (the least accurate)?
- How many characters are typed for a certain time period?
- How many keystrokes are made for a certain time period (the most accurate)?

Also there are

- Simple speed (Gross speed)
- Net speed (takes into account the errors)

The following table lists the detailed descriptions of typing speed types.

Types	Description	Formula
WPM	the number of words typed in a one minute period of time	$WPM = (\text{Words without errors} + \text{Words with errors}) / \text{Time spent in minutes}$
Net WPM	the WPM without words with errors	$\text{Net WPM} = WPM - (\text{Words with errors} / \text{Time spent in minutes})$
CPM	the number of characters typed in a one minute period of time	$CPM = (\text{Characters without errors} + \text{Characters with errors}) / \text{Time spent in minutes}$
Net CPM	the CPM without characters	$\text{Net CPM} = CPM - (\text{Characters with errors} /$

Types	Description	Formula
	with errors	Time spent in minutes)
KPM	the number of keystrokes in a one minute period of time	$KPM = (\text{Keystrokes without errors} + \text{Keystrokes with errors}) / \text{Time spent in minutes}$
Net KPM	the KPM without keystrokes with errors	$\text{Net KPM} = KPM - (\text{Keystrokes with errors} / \text{Time spent in minutes})$

A student typed 240 characters per 2 min with errors in 20 characters.

Simple speed = 240 characters / 2 min = 120 cpm

Net speed = 120 cpm – (20 errors / 2 min) = 100 net cpm

Q3:- How you can calculate Overall rating calculation? (1 marks)

Ans 3:- Overall rating (%) = (Net speed / Course goal: Speed)

*100% where:

- Net speed is Net WPM, Net CPM or Net KPM, the value depends on the current options
- Course goal: Speed is customised in the options for each course

Q4:-Multiple Choice Questions:- (8 marks)

a. If text is not continuous and you want to select which shortcut key you will use _____.

- a. Ctrl Key + Using mouse select the text b. Alt Key + Using mouse select the text
c. Shift Key + Using mouse select the text d. None of the above

b. Sometimes you may jump to a specific page number. If you have a large document with multiple pages, scrolling down gets challenging. What option will we use in such a situation? .

- a. Search to page b. Find to page c. Go to page d. None of the above

c. What is the shortcut key of Go to page option.

- a. Ctrl + H b. Ctrl + G c. Ctrl + K d. Ctrl + O

d. Give the example of non-printing characters in digital documentation _____.

- a. Space Bar b. Tab Key c. Both a) and b) d. None of the above

e. 33. Sometimes we may not remember the spelling of some words. In this situation digital documents provide _____ facilities.

- a. Toggle checking b. Spelling and Grammar c. Format checking d. None of the above

f. If any _____ errors are detected, they are underlined by a wave blue line.

- a. Spelling Error b. Grammar Error c. Spelling & Grammar Error d. None of the above

g. 36. Sometimes you search for a word having a similar meaning to the word you have in mind. A word processor helps to look up _____.

- a. Synonyms b. Acronyms c. Grammar checking d. None of the above

h. _____ is used to avoid repetition of words in digital documents.

- a. Synonyms b. Acronyms **c. Thesaurus** d. All of the above