

Lesson – 2

Know Computer Keyboard

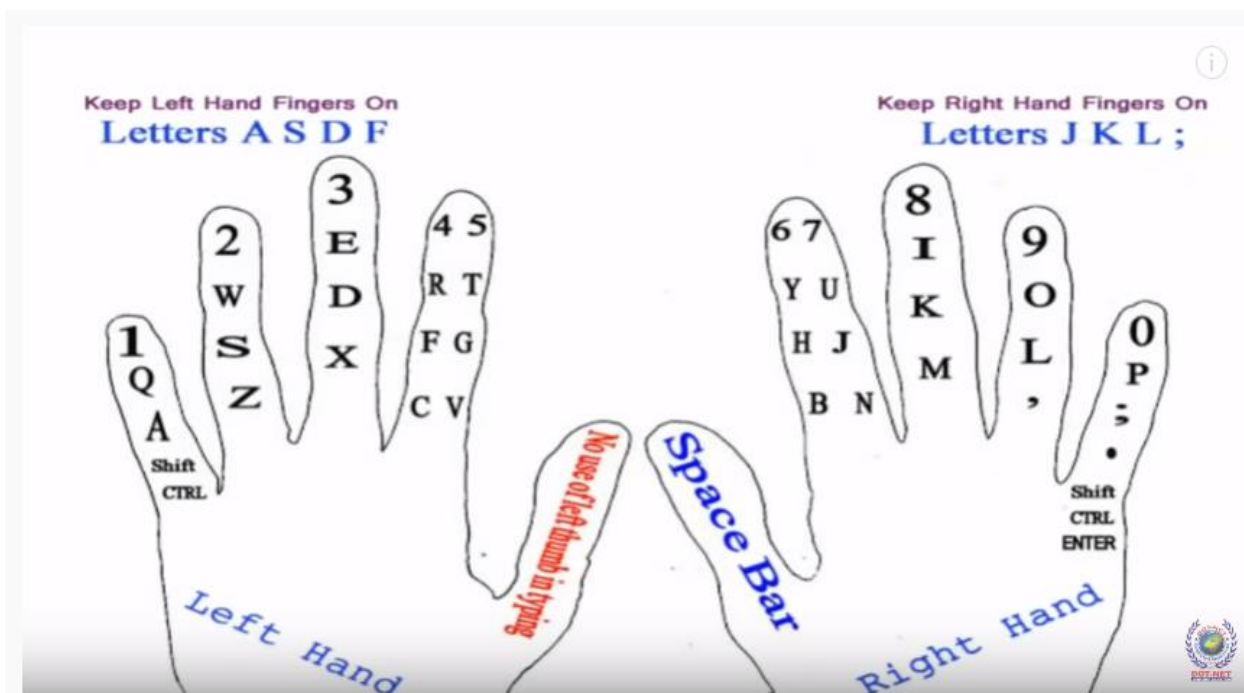
Keyboard Fingering:

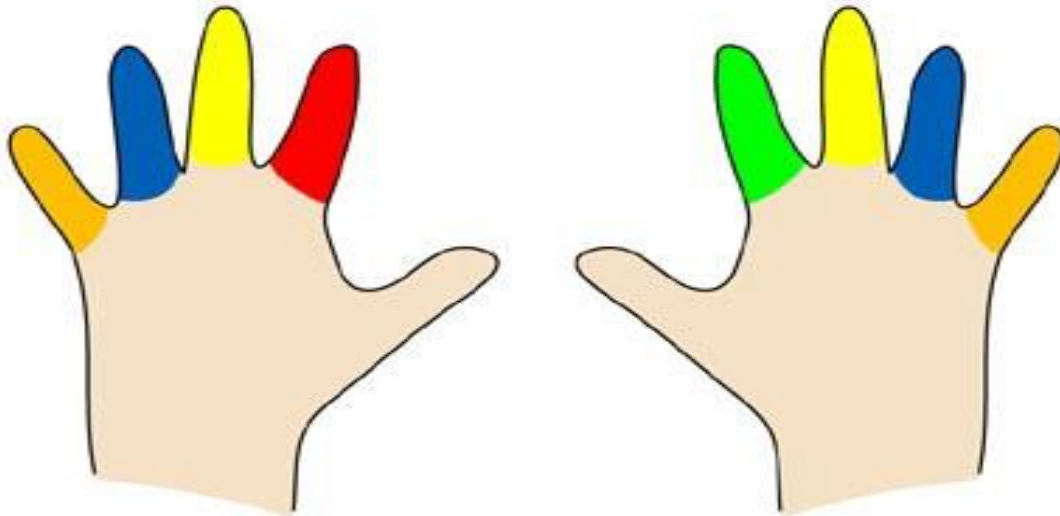
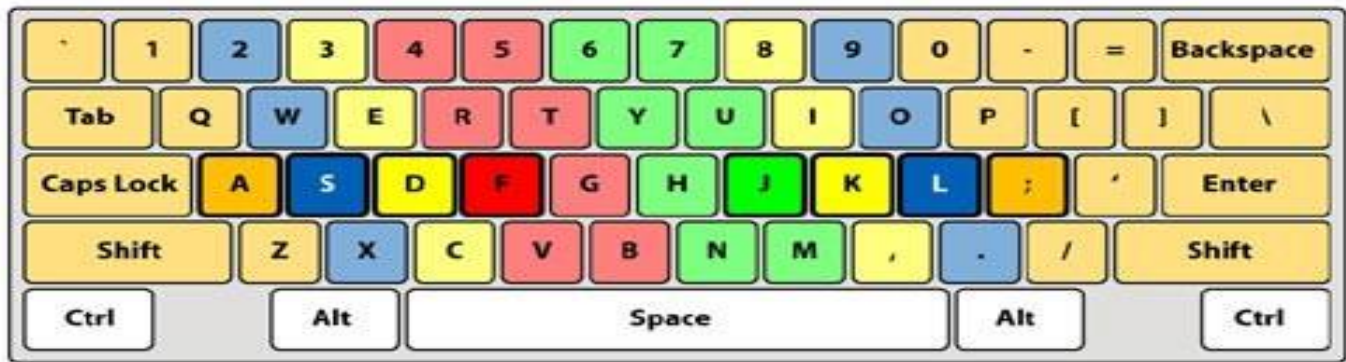
Computer typing is most important for every computer user who wants to work on the computer because if you have good computer typing speed or your finger set in a computer keyboard then you can do any work very quickly. So if you are doing any computer course like 6th (DCA) course or 12th month (ADCA) course you have to do typing on a daily basis at least 10 to 15 minutes.

If you do regular 15 minutes typing on a computer then you will get your typing speed 30 wpm to 40 wpm within 6th month or 40 - 50 wpm within a 12th-month course.

Typing speed is more helpful for you whenever you go for a job interview like a computer operator, data entry operator or a programmer etc.

So, now I will tell you How to learn Computer typing in 6 hours with 6 typing exercises? YES! It is possible that you can learn English typing within 6 hours, If you understand keyboard fingering map so, just go through these 6 exercises like as –



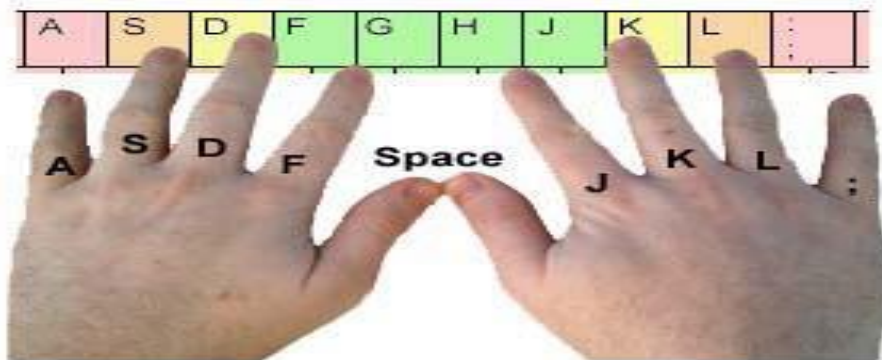


Six Steps of typing to set fingers on keyboard –

1. ASDFG;LKJH (*Practice it for one hour*)
2. QWERTPOIUY (*Practice it for one hour*)
3. ZXCVB.,MN (*Practice it for one hour*)
4. ALL ABOVE LIKE- (ASDFG;LKJHQWERTPOIUYZXCVB.,MN)
5. A to Z LIKE – (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
6. THE QUICK BROWN FOX JUMPS OVER THE LITTLE LAZY DOG.

The fingers on your left hand should be placed over the A, S, D, and F keys and the fingers on your right hand should be placed over the J, K, L, and ; keys. These keys are considered the home row keys. Your thumbs should either be in the air or very lightly touching the spacebar key.

Keyboard finger position



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Now just open MS WORD in your computer start typing all these six exercises one by one and do practice them for at least one hour on a daily basis. After 2 or 3 months you will see the major difference in your typing speed (WPM) and Accuracy. You can also then practice on the TYPING MASTER TOOL and give the tests also for the betterment of yourself.





What fingers press each key on the keyboard?

A	S	D	F	J	K	L	;
~ `	@ 2	# 3	\$ 4	^ 6	* 8	(9) 0
! 1	W	E	% 5	& J	I	O	P
Tab	S	D	R	Y	K	L	;;
Q	X	C	T	U	< ,	> .	? /
Caps			F	H			- _
A			G	J			[{
Left Shift			V				“ ”
Left Ctrl			B	N			Right Shift
Z				M			+ =
Fn Key] }
							Delete
							\
							Enter
							Right Ctrl
Spacebar (Alt Key Windows Key Option Key)							

Other keyboard safety tips

While keeping your palms raised while typing, there are also other tips you can follow to help prevent pain while you type. Keep the following suggestions in mind every time you type.

- Keep your keyboard home row height as close to elbow level as possible.
- Center the spacebar with your body.
- Do not angle or bend your wrists. While typing keep your wrists elevated and as straight as possible.
- Avoid hunt-and-peck typing as it causes strain on the neck from having to look down at the keyboard often.
- Don't use more force than needed to press the keys.
- When you are not typing make sure to rest your arms and hands. However, never rest your arms, hands or wrist on a sharp edge.
- Take a break from typing every 20 to 30 minutes. If you have a hard time remembering when to take a break, set a timer or drink lots of water, forcing you to go to the bathroom more often.



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