

UNIT 7: Mastering Typing

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. In touch typing, we make use of fingers of each hand.

a. 10 b. 5
c. 4 d. 2

Ans. b

2. In the RapidTyping application, control buttons are present in the

a. Tool Bar b. Text Panel
c. Title Bar d. Navigation Panel

Ans. a

3. During typing, your elbows must be aligned at a

a. Left angle b. Right angle
c. Straight angle d. Curved angle

Ans. b

4. While typing in the RapidTyping software, the toolbar displays the buttons.

a. Pause and Continue b. Continue and Delete
c. Print and Restart d. Create and Continue

Ans. a

5. In typing, the speed parameter KPS stands for

a. Keyterms per second
b. Keywords per second
c. Keystrokes per second
d. Keys per second

Ans. c

6. The progress bar reflects the acceptable time for typing a single character.

a. Red b. Yellow
c. Green d. Black

Ans. b

7. The fourth level of the RapidTyping software is the level.

a. Testing b. Advanced
c. Experienced d. Intermediate

Ans. b

Very Short Answer Questions

1. What is the use of the Caps Lock key in a keyboard?

Ans. Caps Lock is like a toggle key. Once it is pressed to switch on, it types all the letters of the alphabet in capital casing. Press the key again to return to the normal casing mode.

2. What are home keys?

Ans. Home keys represent the keys in the middle row of the keyboard.

3. What is the name of the * key?

Ans. The “*” key is known as Asterisk, star symbol, or mathematical multiplication symbol.

4. Which finger is placed on the A key while typing?

Ans. The little finger of left hand is placed on the A key.

5. What is the use of space bar key?

Ans. The space bar key is used to insert a blank space.

Short Answer Questions-I

1. What is the shortcut key for hiding and showing a virtual keyboard?

Ans. You can show/hide a virtual keyboard by clicking the F9 key.

2. How can you delete a course?

Ans. To delete a newly created course, click the Delete button on the Taskbar. Moreover, you can also delete a particular course or a lesson by right-clicking it and selecting the Delete option.

3. How can you open the Course menu using a keyboard?

Ans. To open a course menu, we can use Ctrl+ K keys.

4. What do you call F1-F12 keys on the keyboard?

Ans. F1-F12 keys on the keyboard are called function keys.

5. What are the ‘~’ and ‘!’ symbols present on the keyboard called?

Ans. “~” is called Tilde and “!” is called the Exclamation mark/ Bang.

6. What are the different ways of opening the RapidTyping application in a computer?

Ans. You can start the RapidTyping tutor either by double-clicking the RapidTyping 5 shortcut icon on the desktop of your computer or by selecting the following menu path: Start → All Programs → RapidTyping 5 → RapidTyping.

Short Answer Questions-II

1. What is the significance of interpreting result in the RapidTyping application?

Ans. Interpreting result helps you assess your performance in various ways. The results window displays your performance in the following manner:

- **Overall rating:** The upper slider indicator shows grades in terms of: Could be better, OK, Good and Excellent.
- **Speed:** This indicator shows your typing speed in the Speed/Net speed, words/characters/keystrokes per minute/second format.
- **Accuracy:** This indicator shows your typing accuracy.
- **Slowdown:** This indicator shows the slowdown of your typing rhythm.

2. Expand the following acronyms:

- (i) WPM
- (ii) CPM
- (iii) KPM
- (iv) WPS
- (v) CPS
- (vi) KPS

Ans. The expansion of acronyms is given as follows:

- (i) **WPM:** Words Per Minute
- (ii) **CPM:** Characters per Minute
- (iii) **KPM:** Keystrokes Per Minute
- (iv) **WPS:** Words per Second
- (v) **CPS:** Characters per Second
- (vi) **KPS:** Keystrokes Per Second

3. Enlist the different types of courses that are available in the RapidTyping application.

Ans. The following are the different types of courses mentioned in RapidTyping:

- **Introduction:** This category of course helps in knowing the location of keys on the keyboard.
- **Beginner:** The aim of the beginner course is same as the Introduction course having a little higher level than the Introduction course.
- **Experienced:** This course helps in improving your typing speed by learning symbols and words, which are used repeatedly.
- **Advanced:** The course enables you to further enhance your typing skills by entering the actual text matter.
- **Testing:** This course tests your touch typing skills.

4. Explain the main components of the RapidTyping tutor.

Ans. The description of the main components of the RapidTyping tutor is as follows:

- **Current Lesson tab:** The Current Lesson tab button is used to move back to the current lesson from any other screen in the RapidTyping tutor.
- **Student Statistics tab:** This button shows the current user statistics.

- **Lesson editor tab:** The Lesson editor tab opens the Lesson editor window.
- **Options button:** This button allows you to customize the various features or components of the RapidTyping tutor such as keyboard, background and text color, font, etc.
- **Minimize window button:** This button minimizes the Main window of the RapidTyping application in the Windows task bar.
- **Maximize window button:** This button maximizes the Main window of the RapidTyping application up to the entire screen of the computer.
- **Close program button:** This button closes the RapidTyping application window.
- **Toolbar:** The Toolbar provides several options, such as selecting a lesson, course, start or pause the lesson.
- **Text panel:** This panel shows the text which needs to be typed by the typist or user.
- **Status bar:** It shows the tips for completing the ongoing lesson.
- **Virtual keyboard:** The keyboard which appears on the screen of the Main window of the RapidTyping tutor is called the virtual keyboard.

Long Answer Questions

1. Mention the points that should be observed to maintain a correct posture while typing.

Ans. When you have to do typing, you should sit on a chair and face the screen. The following points may help you maintain the correct posture while typing:

- Keep your back straight. Bend your elbows at the right angle.
- Keep your feet firmly on the ground.
- When you see at the screen, your head must be tilted slightly forward.
- You should keep at least 20-30 inches (or 45-70 cm) distance between your eyes and the screen while typing.
- The keyboard must be kept at the height of 28 to 30 inches from the floor.
- Put the least possible strain on the shoulder, arms and wrist muscles while typing.

2. Which of the following fingers are used for:

- a. Pressing the T key
- b. Pressing the key
- c. Pressing the L key
- d. Pressing the K and, keys
- e. Pressing the N key
- f. Pressing the B key
- g. Pressing the J key

Ans. The fingers used for pressing the given keys have been mentioned corresponding to them:

- a. Pressing the T key : Index finger of the left hand
- b. Pressing the key : Little finger of the right hand
- c. Pressing L key : Ring finger of the right hand
- d. Pressing the K and, keys : Middle finger of the right hand

- e. Pressing the N key : Index finger of the right hand
- f. Pressing the B key : Index finger of the left hand
- g. Pressing the J key : Index finger of the right hand

3. Why is the Lesson Editor window used? Explain the process of creating a new lesson in the RapidTyping Application.

Ans: The Lesson editor window enables you to create or add a new user-defined course in the RapidTyping application. When you click the Course menu, you get the options:

- **Create new course:** Allows you to create a new blank course by just typing a new name
- **Add courses:** Allows you to add an existing course from a file stored in the computer's hard disk or from an already existing library stored in the RapidTyping application
- **Save selected courses:** Allows you to save a selected course with the .rapidtyping.course extension
- **Save all:** Allows you to save all the changes in all the existing courses

We can perform the following steps to create a course:

1. Open the RapidTyping application. The main window displays.
2. Click the Lesson editor tab. The Lesson editor window displays.

3. Click the Course menu and select the Create new course option.
4. Press the Enter key to enter the new course name into the system. A new course will be created and displayed in the list of courses.

4. Identify the following symbols present on the keyboard:

- | | |
|-------|------|
| a. @ | b. # |
| c. \$ | d. % |
| e. ^ | f. & |

Ans. The names of the following symbols present on the keyboard are as follows:

- a. @: At, or At symbol
- b. #: Hash symbol
- c. \$: Dollar symbol
- d. %: Percent symbol
- e. ^: Caret symbol
- f. &: Ampersand, or and symbol