Name:_____ Grade:_____

Click the correct answers

1. What is QWERTY?

A. A keyboard layout with QWERTY on the first keys of the top row.

B. The name of the man who invented he keyboard.

C. The name of the first keyboard ever developed in Japan.

D. The name of the town that the keyboard was invented.

2. When you are typing, where should you put your fingers when they are not being used?

A. On your lap

B. On the table or desk

C. In a comfortable position, that is not on the keyboard

D. On the home keys

3. How do you find the F and J keys without looking?

A. They are larger than the other keys

B. They are higher than the other keys

C. The have bumps on them that can be felt.

D. The letters are in a different colour from other keys.

4. Which of the following keys are in the Home Row of your keyboard?

A. ASDF JKL; B. ZXCV BNM, C. QWER UIOP

5. The little finger on your left hand is used to press the letter_____.

A. C B. M C. A

6. Thumbs are used to press_____

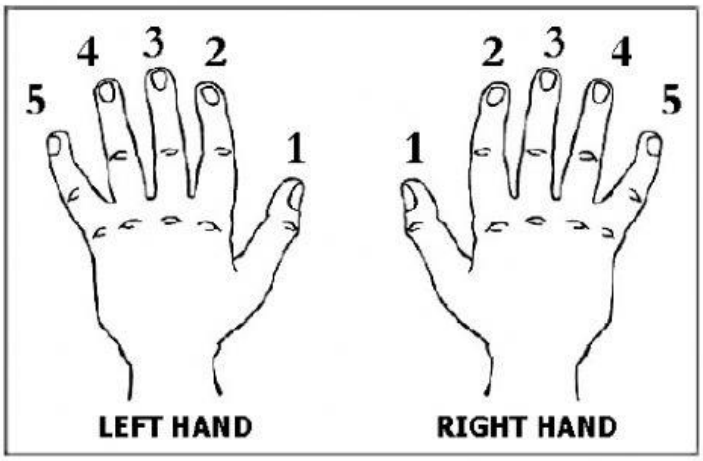
A. All of the keys B. Spacebar C. Tab key

7. What are the left home row keys?

LIVEWORKSHEETS

A. ASDF B. JKL; C. JKDS D. ASDJ E. J;KL

The picture below is for numbers 8 and 9.



8. Finger number 3 of the left hand is used for the following characters

A. rfv B. edc C. tgb D. p;/

9. Finger number 1 on both your hands are used on which key?

A. Alt B. Spacebar C. Ctrl D. gh

10. What is the correct sitting position while typing?

A. Push your hips as far back as they can go in the chair, back straight, head up so you can see the monitor, feet flat on the floor, elbows and knees at an L angle or 90 degrees.

B. Sit loose, like you would at the movie theatre, feet apart, elbows and knees out stretched, bent over the keyboard.

C. Sit as close as you can to the computer, about one inch would be proper, eyes on the keyboard. Make sure that you always look down at the keyboard so that you can see where the keys are.

LIVEWORKSHEETS