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 the 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. X B. M C. A

6. Thumbs are used to press_____

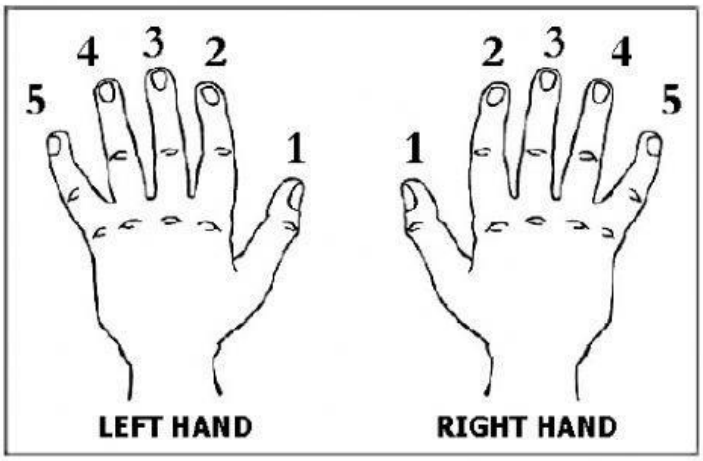
A. All of the keys B. Spacebar C. Tab key

7. What are the left home row keys?

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

The picture below is for numbers 8, 9 and 10.



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 5 of the right hand is used for the following characters

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

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

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

11. 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.

12. True or False? You **do not** have to move your wrist forward to touch keys in the top row with your pinky fingers.

True False

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13. Click the pictures that show incorrect posture while at a computer.



14. How many **letter** and **number** keys does the **index** fingers each are responsible for pressing?

A.3 B.5 C.8 D.4

15. True or False? The pinky finger is supposed to press **all** keys outside of it on the keyboard around the rectangle where the letter keys are located. Example: Shift and Enter keys.

True False

16. True or False? The thumbs should move to any key when other fingers are occupied.

True False

17. The middle and ring fingers press _____ number and letter keys each.

A.5 B.8 C.4 D.3

18. A finger that presses every key.

A. thumb B. middle C. none D. index

19. True or false. Typing can take months of consistent practise to master.

True False

20. Your fingers should return to the home keys once they leave to press another key.

True False

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