

Name: _____ Grade: _____ Date: _____

Keyboard Fingering Techniques

Instructions: Please read carefully each of the following questions below and indicate T for True or F for False for each of them.

1. _____ The monitor is used to input characters (letters, numbers and symbols) as well as to invoke certain command functions on the computer. R [1pt]
2. _____ Alphanumeric keys comprises of letters of the alphabet (A to Z), numbers (0 to 9), punctuation signs, and other symbols. R [1pt]
3. _____ A typist should use the right, ring finger to press backspace. R [1pt]
4. _____ When capitalizing the letter C, you hold the right shift key in conjunction with pressing the letter C. R [1pt]
5. _____ When capitalizing the letter T, you hold the left shift key in conjunction with pressing the letter T. R [1pt]
6. _____ As you type you should keep your wrist straight. R [1pt]
7. _____ As you type you should keep your fingers curled. R [1pt]
8. _____ The left hand, ring finger should be used to press the letter D. R [1pt]
9. _____ The right hand, index finger should be used to press the letter Y. R [1pt]
10. _____ The right hand, middle finger should be used to press the letter K. R [1pt]
11. _____ The U key should be capitalized by holding the left shift key in combination with it. R [1pt]
12. _____ In order to capitalize the word, "ROBERT" in a sentence you should use the left and right shift keys. R [1pt]
13. _____ In order to capitalize the word, "SCHOOL" in a sentence you should use the Cap Locks key. R [1pt]
14. _____ The right, pinky finger should be used to press the Cap Locks key. R [1pt]
15. _____ The thumb is used to press the Space Bar key. R [1pt]
16. _____ A, S, D, F are examples of home row keys. R [1pt]
17. _____ Y, U, I, O are examples of home row keys. R [1pt]

18. _____ Typing keys are a line of 8 keys on the keyboard used as a starting point for touch-typing and typing without looking at the keys. R [1pt]
19. _____ The keyboard is the primary input device on the computer. R [1pt]
20. _____ The right hand, middle finger is used to press the enter key. R [1pt]

Total Points [20pts]