Part B: Subject Specific Skill
Unit 2 - Data Entry and Keyboarding Skills
Chapter 1: Use Keyboard and Mouse for Data Entry

1. Use Keyboard and Mouse for Data Entry

Importance:

- Enables efficient typing without looking at keys.
- Enhances typing accuracy and speed.

Benefits:

- Increased productivity.
- Reduced typing strain.
- Comfort with ergonomic positioning.

2. Keyboarding Skills

- Mastery of keyboard is essential for typing.
- Enhances job performance in digital fields.

Advantages:

- Faster typing.
- Fewer mistakes.
- Increased efficiency.

3. Types of Keys on a Keyboard

Type of Key	Description
Alphabet Keys	26 keys (A-Z) for letters.
Number Keys	0-9 keys, top of the keyboard.
Function Keys	F1–F12 for shortcuts.
Punctuation Keys	Used for punctuation (!, ., ?, etc.).
Arrow Keys	Move cursor (Up, Down, Left, Right).
Escape (Esc) Key	Cancels current task.
Enter Key	Moves cursor to next line/executes commands.
Backspace Key	Deletes character to the left.
Shift Key	Capitalizes letters/activates symbols.
Space Bar	Inserts a space.
Caps Lock Key	Toggles capital letter mode.
Tab Key	Moves cursor several spaces forward.
Control (Ctrl) Key	Used with other keys for shortcuts.
Windows Key	Opens the Start Menu.
Delete Key	Removes character in front of cursor.

4. Typing Capital Letters: Use **Caps Lock** or **Shift + Letter** for capitalization.
5. Typing Symbols: Use **Shift + Number/Symbol key**.
6. Typing Sentences: Combine letters, symbols, and punctuation.
7. Creating New Lines and Paragraphs: Use **Enter** key.
8. Guide for Typing: Cursor guides placement, Use **mouse** to move cursor.
9. Typing Ergonomics

Key Guidelines:

- Maintain upright posture.
- Keep elbows at 90 degrees.
- Use footrest if needed.

Position of Hands:

- Wrists flat, fingers curved.
- Hands aligned with keyboard.

10. Monitor & Keyboard Placement

- **Monitor:** Eye-level, arm's length distance.
- **Keyboard:** Straight in front, aligned with chair.

11. Finger Placement & Allocation

Home Row Keys: A–S–D–F (left hand), J–K–L–; (right hand)

- Index fingers: F and J
- Return to home row after each keystroke

Top, Bottom, Number Rows:

- Each row has specific finger assignments.

12. Pointing Devices: Mouse: Used for navigation and selection.

Mouse Buttons:

- **Left Click:** Selects.
- **Right Click:** Opens context menu.
- **Double Click:** Opens applications.
- **Scroll Wheel:** Scrolls pages.

Mouse Actions:

Action	Function
Pointing	Move cursor to location.
Clicking	Selects item or executes command.
Drag & Drop	Moves files or icons.
Scrolling	Moves content up/down.
Blocking Text	Selects text for editing.

13. Recap Zone

- Keep fingers on home row.
- Maintain ergonomic posture.
- Use correct finger for each key.
- Practice regularly for speed and accuracy.