

KEYBOARDING WORKSHEET 1

Link: <https://www.youtube.com/watch?v=MPPG9GbNUg0>

1. What are the two other names for touch-typing?
2. What sense is NOT used while using these methods to type?
3. What keyboard format did you learn to type on this year?
4. What are the other keyboard formats mentioned?
5. On what did the QWERTY format begin being used?
6. When?
7. On what typewriter did the QWERTY format become popular?
8. When was this typewriter released?
9. What format was originally used on the keyboard?
10. What was the problem with this format?
11. Why were the letters on the keyboard eventually rearranged?
12. Why is it important to have good posture while typing?
13. Which three keys on your keyboard have a dot on them?
14. What is the main position you keep your hands in on the keyboard?
15. What are the two bumps on the keyboard for?
16. What can having your head aligned with the computer screen help?