

Sanjeevani Public School
Subject- Information Technology
Class-9th
Assignment-4

Q1	How can we master keyboard skills?
Ans	With sincere efforts ,we can master keyboarding skills and acquire high speed.
Q2	Which method of typewriting is used for typing without using sense of sight?
Ans	The touch method of typewriting is a method of typing without using the sense of sight to find the keys.
Q3	How touch typist knows the location on the keyboard of different keys?
Ans	A touch typist knows the location on the keyboard of different keys through muscle memory (a task into memory through repetition).
Q4	What is home row?
Ans	Touch typing typically involves placing the eight fingers in a horizontal row along the middle of the keyboard also called the home row.

Try it Yourself (and write the answer in your copy)

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