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FREE EBOOK

COMPUTER AND OFFICE SKILLS

Typing Study Book

The complete study notes, practice questions and glossary for Typing

INSIDE THIS BOOK

- Touch Typing and Correct Posture
- The Home Row
- The Finger-to-Key Map
- Accuracy Before Speed
- Measuring Speed and Accuracy
- ...and 3 more chapters, practice questions and a glossary

Beginner

Anyone who wants to type faster and more accurately

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Typing Study Book

Learn touch typing the right way: posture, the home row, which finger presses which key, accuracy before speed, measuring WPM, a daily practice plan and the basics of Hindi typing.

WHO IT IS FOR	Anyone who wants to type faster and more accurately
LEVEL	Beginner
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	8 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Touch Typing and Correct Posture

What touch typing means

Touch typing means typing with all ten fingers without looking at the keyboard. Each finger is responsible for a fixed group of keys, and with practice your fingers find them by memory, the way you find the light switch in your own room in the dark.

Most beginners type by "hunt and peck": looking down, finding a key and pressing it with one or two fingers. It works, but it is slow, it tires the neck, and your eyes keep leaving the screen, so mistakes go unnoticed.

Touch typing helps you:

- type faster, because all ten fingers share the work;
- make fewer mistakes, because your eyes stay on the text;
- feel less strain in the neck and shoulders;
- do well in office work, data entry, programming and the typing skill tests that many clerical and data-entry recruitments in India include.

Correct sitting posture

Good typing starts before you touch a key. Check your posture each time you sit down:

1. Sit upright with your back against the chair and your shoulders relaxed.
2. Keep both feet flat on the floor. If your feet do not reach, use a footrest or a sturdy box.
3. Let your upper arms hang naturally, with your elbows bent at about 90 degrees and close to your body.
4. Keep your wrists straight and slightly raised while typing. Do not bend them upwards or press them hard on the edge of the desk.
5. Curve your fingers gently, so that the fingertips rest lightly on the keys.
6. Sit centred in front of the main letter keys, not in front of the number pad.
7. Place the monitor about an arm's length away, with the top of the screen at or slightly below eye level.

If you type from a printed page, keep it on a document holder beside the monitor at the same height, so you do not keep bending your neck down.

Healthy typing habits

- **Press lightly.** Keys need only a quick, light tap. Banging the keys tires your fingers and slows you down.
- **Rest your eyes.** A simple habit is the 20-20-20 rule: every 20 minutes, look at something about 20 feet away for 20 seconds.
- **Take short breaks.** Stand up, stretch your fingers, wrists and shoulders for a minute after every half hour of typing.
- **Use good light.** Avoid glare from a window or a tube light falling directly on the screen.
- **Stop if it hurts.** Pain or tingling in the wrists is a signal to rest and check your posture, not to push harder.

What to expect

Touch typing feels slower than hunt and peck for the first week or two. That is normal, because your fingers are learning new paths. Do not go back to looking at the keys. With regular practice, your speed will pass your old speed and keep improving, while your accuracy stays high.

KEY POINTS

- Touch typing uses all ten fingers without looking at the keyboard.
- Sit upright with feet flat, elbows at about 90 degrees and wrists straight.
- Keep the monitor about an arm's length away, top of screen at or below eye level.
- Press keys lightly and take short breaks to protect your hands and eyes.

TRY THESE EXERCISES

1. Check your seat against the seven posture points in this lesson and adjust your chair, monitor and keyboard; then ask a classmate or family member to watch you type for five minutes.
2. Write down your present typing habits honestly, such as how many fingers you use, how often you look down and whether your neck or wrists ache, so that you can compare them after one month of practice.
3. During a 30-minute practice session, set a timer to remind you of the 20-20-20 rule every 20 minutes, and finish with one minute of finger, wrist and shoulder stretches.

The Home Row

Finding the home row

The **home row** is the middle row of letter keys. It is where your fingers rest and where they return after every key they press.

Hand	Little finger	Ring finger	Middle finger	Index finger
Left	A	S	D	F
Right	; (semicolon)	L	K	J

Both thumbs rest lightly on the **space bar**.

The bumps on F and J

Look closely at the F and J keys. Each has a small raised bar or bump. These bumps let your index fingers find the home row by touch, without looking down. Whenever you feel lost, slide your index fingers until you feel the bumps, and let the other fingers fall into place beside them.

Reach and return

Every other key is reached from the home row. The rule is simple: **reach, press, return**. A finger moves out to its key, presses it, and comes straight back to its home key. If fingers wander and stay away, the next keys you press will be wrong.

The index fingers have extra work. Besides F and J, the left index finger reaches sideways to G and the right index finger reaches sideways to H.

Spaces and Enter

Press the space bar with the side of your thumb. Many typists use the right thumb for every space, while others use the thumb of the hand that did not type the last letter. Either is fine; choose one and use it consistently. The **Enter** key is pressed by the right little finger, which stretches to the right and then returns to the semicolon.

First home row drills

Type each line slowly, saying the letters in your mind. Keep your eyes on the screen.

```
asdf jkl; asdf jkl; asdf jkl;  
fff jjj ddd kkk sss lll aaa ;;;  
fj dk sl a; fj dk sl a; fj dk sl a;  
fg fg fg jh jh jh fgf jhj fgf jhj
```

Next, type real words made only of home row letters:

```
add dad sad lad fad gas has had  
fall hall flask glass flag half  
a sad lad; a glad lass; ask dad  
salad; shall; a flash; all sad
```

How to practise

Type each drill line three times. The first time, go slowly and check every finger. The second and third times, try to keep an even, steady rhythm, like the ticking of a clock. If you make a mistake, finish the line and then repeat it; do not stop to look at your hands.

Before every practice session, place your fingers on the home row, feel the bumps on F and J, and relax your shoulders.

KEY POINTS

- The home row keys are A S D F for the left hand and J K L ; for the right.
- The bumps on F and J help you find the home row without looking.
- Every finger reaches, presses and returns to its home key.
- Use one thumb consistently for the space bar.

TRY THESE EXERCISES

1. Close your eyes, place your fingers on the home row by feeling the bumps on F and J, then open your eyes and check that every finger is on the right key; repeat this ten times.
2. Type each home row drill line from this lesson three times in Notepad without looking at the keyboard, then type each home row word line three times as well and count your mistakes in the last round.
3. Make up five words or short phrases of your own that use only the letters a, s, d, f, g, h, j, k and l, and type each one five times at a steady rhythm.

The Finger-to-Key Map

Every finger has its own keys

In touch typing each finger looks after a slanting column of keys above and below its home key. Because the rows of a keyboard are staggered, a finger reaches **up and slightly to the left**, and **down and slightly to the right**.

Finger	Letter keys	Number row and other keys
Left little	Q, A, Z	1, Tab, Caps Lock, left Shift
Left ring	W, S, X	2
Left middle	E, D, C	3
Left index	R, F, V and T, G, B	4, 5
Right index	Y, H, N and U, J, M	6, 7
Right middle	I, K and comma	8
Right ring	O, L and full stop	9
Right little	P, semicolon, slash	O, minus, equals, brackets, quote, Enter, Backspace, right Shift
Thumbs	Space bar	

Typing charts differ slightly for the 6 key: some teach it with the left index finger, others with the right. Pick one method and use it consistently.

The index fingers each look after **two** columns, which is why they do the most work. The little fingers handle the edge keys such as Shift, Enter and Backspace.

Capital letters and Shift

Use the Shift key on the **opposite** side from the letter:

- For a letter typed by the left hand, such as A or T, hold the **right Shift** with the right little finger.

- For a letter typed by the right hand, such as J or M, hold the **left Shift** with the left little finger.

Hold Shift down fully, press the letter, then release both. Releasing Shift too early is a common cause of small letters where capitals were wanted. Keep Caps Lock for long headings written fully in capitals.

Reach drills

Type each group slowly. In every group, the finger leaves its home key, presses the new key and returns home.

```
frf juj ded kik sws lol aqa ;p;  
ftf jyj fgf jhj fvf jmj fbf jnj  
dcd k,k sxs l.l aza ;/;
```

Word drills

Once the reaches feel comfortable, move on to real words. The first line uses only top row letters; the second mixes the bottom row with the others:

```
top row only:  we quiet type tower power quote route  
mixed rows:   zinc box can van mix next  
every letter: The quick brown fox jumps over the lazy dog.
```

The last sentence uses every letter of the English alphabet, so it is a classic test line for checking all your reaches.

Numbers and the numeric keypad

Reach the number row from the home row with the same fingers shown in the table. For long lists of figures, such as amounts on a GST invoice, the **numeric keypad** is faster. Its home keys are 4, 5 and 6 for the right index, middle and ring fingers. The 5 key has a small bump. The thumb presses 0 and the little finger presses Enter. Make sure Num Lock is on.

KEY POINTS

- Each finger covers a slanting column of keys above and below its home key.
- The index fingers each cover two columns; the little fingers cover the edge keys.
- Use the Shift key on the opposite side from the letter you are typing.
- On the numeric keypad, rest on 4, 5 and 6; the 5 key has a bump.

TRY THESE EXERCISES

1. Draw the three letter rows of the keyboard in your notebook and colour each key according to the finger that presses it, using one colour per finger, then check your drawing against the table in this lesson.
2. Type the reach drill lines from this lesson three times each, saying the name of the finger in your mind as it leaves its home key and comes back.
3. Type the names of ten Indian cities with a capital first letter, using the Shift key on the opposite side every time; then, if your keyboard has a numeric keypad, turn on Num Lock and type a list of ten invoice amounts on it.

CHAPTER 4

Accuracy Before Speed

Why accuracy comes first

It is tempting to type as fast as possible from the first day. Resist it. Accuracy must come before speed, for three reasons:

1. **Mistakes cost time.** Every error has to be found, deleted and retyped. A fast typist who makes many mistakes often finishes later than a steady typist who makes few.
2. **Habits set early.** The movements you repeat in the first few weeks become automatic. If you practise wrong movements quickly, you train your fingers to be wrong, and unlearning that is hard.
3. **Many tests penalise mistakes.** Typing tests usually reduce your score for errors, and some do not allow the Backspace key at all.

When the correct movements become automatic, speed grows on its own. Speed is the result of accuracy, not the other way round.

Do not look at the keys

Looking down breaks your rhythm and keeps your fingers dependent on your eyes. If the habit is strong, cover your hands with a light cloth or a cardboard cover while practising. When you feel lost, find the bumps on F and J instead of looking.

Keep a steady rhythm

Try to press keys at an even pace, like a clock ticking, rather than in quick bursts followed by pauses. Easy words should not be rushed and hard words should not be crawled through. An even rhythm keeps your fingers relaxed and your mistakes few.

A useful personal target is to stay at about 95 percent accuracy or higher before trying to go faster. If your accuracy drops below that, slow down for a few days.

Common mistakes and their fixes

Mistake	Likely cause	Fix
Letters swapped, as in "teh" for "the"	One hand rushing ahead of the other	Slow down and type to an even rhythm
Neighbouring key pressed	Finger drifted from the home row	Return home after every reach; feel the bumps
Small letter instead of a capital	Shift released too early	Hold Shift until the letter key is pressed
Double letters, as in "bookk"	Key pressed twice or held down too long	Use light, quick taps
Missing or extra spaces	Thumb unsure of its job	Use one thumb consistently for spaces

Learning from your errors

After each practice passage, look at your mistakes and note which keys or letter pairs went wrong. If "r" and "t" are often confused, or "ie" keeps becoming "ei", make a short drill of those letters and type it slowly for a few minutes. Ten minutes of targeted practice on your weak keys is worth more than an hour of repeating what you already do well.

In real work, correct mistakes as you go with Backspace, pressed by the right little finger. In drills, finish the line first and then repeat it, so your rhythm is not broken.

KEY POINTS

- Accuracy comes first; speed grows when correct movements become automatic.
- Never look at the keys; use the bumps on F and J to find your place.
- Type to a steady, even rhythm instead of in bursts.
- Practise your weak keys and letter pairs with short targeted drills.

TRY THESE EXERCISES

1. Type a short passage for five minutes at a slow, even pace; count your mistakes and the characters you typed (in Word, the Review tab, then Word Count, shows Characters (with spaces)), and work out your accuracy as correct characters divided by characters typed, times 100, to see whether it is 95 percent or higher.
2. From your last practice passage, list the keys or letter pairs you got wrong most often, make a two-line drill of them, and type it slowly for ten minutes.
3. Practise for one week with a light cloth or a cardboard cover over your hands, and note each day how many times you felt like looking down at the keys.

CHAPTER 5

Measuring Speed and Accuracy

The standard word

Typing speed is measured in **words per minute (WPM)**. Since some words are long and some short, typing tests usually count a "word" as **5 characters**, including spaces and punctuation. So "Hello world." (12 characters) counts as 2.4 standard words, however many real words it has.

Gross speed

Gross speed counts everything you typed, right or wrong.

Gross WPM = (total characters typed / 5) / minutes

Example: 1,250 characters in 5 minutes

1,250 / 5 = 250 standard words

250 / 5 minutes = 50 WPM (gross)

Net speed

Net speed takes away a penalty for mistakes that were not corrected. One common method subtracts the number of uncorrected errors per minute:

$$\text{Net WPM} = \text{Gross WPM} - (\text{uncorrected errors} / \text{minutes})$$

Example: gross speed 50 WPM, 15 uncorrected errors in 5 minutes

$15 / 5 = 3$ errors per minute

$50 - 3 = 47$ WPM (net)

Net speed is the more honest figure, because it shows how much correct work you produce.

Accuracy

Accuracy is the share of characters typed correctly, written as a percentage.

$$\text{Accuracy \%} = (\text{correct characters} / \text{total characters typed}) \times 100$$

Example: 1,250 characters typed, 1,200 correct

$1,200 / 1,250 = 0.96$

$0.96 \times 100 = 96\%$ accuracy

Different tests, different rules

Practice software, websites and official examinations do not all count the same way. Some count errors by whole words, some deduct more for certain kinds of mistakes, some ignore errors you have corrected, and some data-entry tests measure speed in key depressions per hour instead of words per minute. Characters per minute (CPM) is also used; at 5 characters per word, 1 WPM equals 5 CPM.

So when you prepare for a particular test, read its official instructions carefully and practise under the same conditions: the same duration, the same rules about Backspace, and the same type of text.

Keep a progress log

Measure yourself regularly under the same conditions, for example one 5-minute test on a fresh passage at the end of each practice session. Write the results in a simple log:

Date	Passage	Gross WPM	Net WPM	Accuracy
3 June	Saving water	24	21	91%

Date	Passage	Gross WPM	Net WPM	Accuracy
10 June	The school library	27	25	94%
17 June	Monthly budget	29	28	96%

Looking at a log like this every week shows your real progress, which is easy to miss from one day to the next. A rising accuracy column is as much a success as a rising speed column.

Always test on a passage you have not just practised. A passage you have typed many times measures memory, not skill.

KEY POINTS

- A standard word is 5 characters, including spaces and punctuation.
- Gross WPM is total characters divided by 5, divided by the minutes.
- Net WPM subtracts a penalty for uncorrected errors; accuracy is correct characters as a percentage.
- Different tests use different rules, so read the official instructions for yours.

TRY THESE EXERCISES

1. Work out on paper the gross WPM for 1,500 characters typed in 5 minutes, the net WPM if there were 10 uncorrected errors, and the accuracy if 1,440 of those characters were correct.
2. Take a 5-minute test on a passage you have not practised, find the number of characters typed from the Characters (with spaces) figure in Word's Word Count box (Review tab, then Word Count), compare your text with the original to count the uncorrected errors, and calculate your gross WPM, net WPM and accuracy.
3. Start a progress log in a notebook or an Excel sheet with columns for date, passage, gross WPM, net WPM and accuracy, and fill in one row after every practice session for two weeks.

Building a Practice Plan

Little and often

Typing is a physical skill, like cycling or playing the harmonium. Your fingers learn through repetition spread over many days. Twenty to thirty minutes of focused practice every day builds skill much faster than one long session of three hours on a Sunday, after which your hands are tired and your attention is gone.

Choose a fixed time each day, such as before dinner, and treat it like a class you do not miss.

A 30-minute daily session

1. **Warm-up (3 minutes):** stretch your fingers, settle into posture, and type a few home row lines.
2. **Weak keys (7 minutes):** drill the keys or letter pairs that went wrong yesterday.
3. **Word drills (5 minutes):** common words and letter pairs such as th, he, in, er, an and ing.
4. **Passage practice (10 minutes):** type complete paragraphs without looking at the keys.
5. **Timed test (5 minutes):** one test on a fresh passage; record gross WPM, net WPM and accuracy in your log.

A four-week starter plan

Week	Focus	Aim for the week
1	Posture, home row, G and H	Type home row words without looking down
2	Top row and bottom row	Reach and return correctly for every letter
3	Shift, punctuation and numbers	Capitals with the opposite Shift; numbers by touch
4	Full passages and timed tests	A steady rhythm with high accuracy

Move to the next week only when the current week's aim feels comfortable. Some learners need longer for a stage, and that is perfectly fine.

Practise with real material

Once you know all the keys, practise with the kind of text you will actually type: letters, applications, invoice details, addresses with PIN codes, or news paragraphs. Real text contains capital letters, numbers and punctuation that simple drills leave out. If your work involves figures, give a few minutes each day to the numeric keypad.

When progress stops

Almost every learner reaches a **plateau**, a stretch of days or weeks when speed does not seem to rise. It is a normal part of learning. To move past it:

- slow down for a few sessions and aim for near-perfect accuracy;
- find your weakest letter pairs from your log and drill them;
- practise with new and slightly harder passages;
- check your posture, because tension in the shoulders slows the fingers;
- make sure you are sleeping well and not practising when exhausted.

Stay motivated

Set small goals, such as "no looking at the keys for a whole week" or "two more words per minute this month", and tick them off. Compare yourself only with your own log, not with others. Every learner moves at a different pace, and steady daily practice is what finally makes the difference.

Finish every session with something you can type well. Ending on a success makes it easier to sit down again tomorrow.

KEY POINTS

- Practise 20 to 30 minutes every day rather than in long, occasional sessions.
- Each session should include a warm-up, weak keys, word drills, passages and one timed test.
- Practise with real material that includes capitals, numbers and punctuation.
- Plateaus are normal; slow down, focus on accuracy and drill weak letter pairs.

TRY THESE EXERCISES

1. Follow the 30-minute daily session from this lesson for seven days in a row, ticking off each of its five parts in a notebook every day.
2. Write your own four-week plan with a fixed daily practice time and one small goal for each week, and keep it beside your computer.
3. For one week, type one piece of real material each day, such as a leave application, an address with a PIN code or the details of a short invoice, to practise capitals, numbers and punctuation.

CHAPTER 7

Hindi Typing Basics

How Hindi is typed on a computer

Hindi is written in the **Devanagari** script, but it is typed on the same physical keyboard as English. What changes is the **keyboard layout**: a setting in the computer that decides which character each key produces. When you switch to a Hindi layout, the key that types "k" in English may type a Hindi letter instead.

Unicode and legacy fonts

Unicode is the international standard that gives every character of every major script its own code, including all Devanagari letters and matras. Hindi typed in Unicode:

- appears correctly on any modern computer or phone;
- can be searched, copied into emails, used on websites and shared on WhatsApp;
- can be shown in any Unicode Devanagari font, such as Nirmala UI or Mangal on Windows.

Older **legacy fonts**, such as Kruti Dev, work differently. They draw Hindi shapes over the codes of English letters. The text looks like Hindi only while that exact font is applied; on a computer without the font, or when copied into another program, it turns into meaningless English letters and symbols.

The main keyboard layouts

Two layouts are widely used for Hindi typing in India. They place the letters very differently, so skill on one does not carry over to the other.

- **Inscript** is the standard keyboard layout for Indian scripts. Windows includes an Inscript keyboard for Hindi. It is arranged logically: the vowels and matras are mostly on the left and the consonants mostly on the right. Many Indian scripts share the same arrangement, so learning it for Hindi also helps with other Indian languages.
- **Remington** comes from the layout of mechanical Hindi typewriters. It was long used with legacy fonts such as Kruti Dev, and Unicode versions of the layout are also available through input tools.

There are also **phonetic** or transliteration tools, where you type Hindi words in English letters, such as "namaste", and the software turns them into –× –TThey are handy for messages, but they are a different skill from layout-based typing.

Before you start, find out which layout your job or examination requires. Choose that layout and stay with it.

Adding Hindi in Windows

- **Windows 11:** Settings, then Time & language, then Language & region, then Add a language, and choose Hindi.
- **Windows 10:** Settings, then Time & Language, then Language, then Add a language, and choose Hindi.

After adding it, switch between English and Hindi with **Windows key + Space**, or by clicking the language indicator (such as ENG) on the taskbar.

How syllables are built in Unicode

In Unicode typing, you type in the order of **sounds**:

- A matra is typed **after** its consonant: ४ + , L gives ४ L
- This is true even for the short i matra, which appears before the consonant on screen: you type ४ and then M to get ४ .
- Conjunct letters are made with the **halant** (, º which removes the inherent vowel: ४ + , º H gives ४ , | + , º Agives fl, and ? + , º [gives ४ .

Start with short words that have no matras, such as ४ × C, ; ५ – × ४ and I ५ C, then add words with matras. The rules from the English lessons still apply: correct posture, home row first, accuracy before speed.

KEY POINTS

- Unicode Hindi works everywhere; legacy-font text needs that exact font installed.
- Inscript is the standard layout, with vowels mostly on the left and consonants on the right.
- Remington comes from Hindi typewriters; skill on one layout does not transfer to the other.
- Windows key + Space switches between English and Hindi keyboards.
- In Unicode, matras follow the consonant, and the halant joins consonants into conjuncts.

TRY THESE EXERCISES

1. Add Hindi and its keyboard in Windows Settings, switch to it with Windows key + Space, and type the words ४ × C, ; ५ – × ४ and I ५ C in Notepad, finding each letter with an Inscript key chart or the Windows On-Screen Keyboard (Windows key + Ctrl + O), which shows the Hindi letter on every key.
2. Type the words ' ५-५ ५ | ५, ~५, × ५ Land : ५ ५, remembering that every matra, including the short i matra, is typed after its consonant.
3. Type the conjuncts ५ , fl and ५ using the halant, then copy your Hindi words into an email or chat message to check that the Unicode text appears correctly on another device.

CHAPTER 8

Typing practice passages

Morning at the Market

Every Sunday morning, Meena walks to the vegetable market near her home. She carries two cloth bags and a small notebook with her shopping list. The market is busy and full of colour. Farmers sell fresh spinach, tomatoes, carrots and green

chillies. Meena checks each vegetable carefully before she buys it. She likes to talk with the sellers and asks about the weather in their villages. By nine o'clock her bags are full, and she walks home slowly, already planning the day's lunch.

Saving Water at Home

Water is precious, and every family can help to save it. Turn off the tap while you brush your teeth or wash the dishes. Fix leaking taps quickly, because a small drip can waste many litres in a single day. Use a bucket instead of a hose to wash a scooter or a car. Water used for washing vegetables can be poured on the plants in the garden. Collecting rainwater from the roof during the monsoon is another good idea. Small habits like these, followed every day, make a big difference over time.

The School Library

Our school library is a quiet room on the first floor. Tall shelves hold books on science, history, travel, stories and poems. Students may borrow two books at a time and must return them within a week. The librarian, Mr. Joseph, helps us find the right book and shows us how to search the catalogue on the computer. On rainy afternoons, many of us sit near the big window and read. A good book can take you to faraway places without leaving your chair.

Learning to Ride a Bicycle

Rahul learnt to ride a bicycle when he was eight years old. His elder sister held the back of the seat and ran beside him along the lane. At first he wobbled and fell several times, but he did not give up. He learnt to look ahead instead of looking down at the pedals. After a week of practice, he could ride to the end of the street on his own. Typing is a lot like cycling: regular practice and patience matter far more than talent.

Planning a Monthly Budget

A monthly budget helps a family use its money wisely. First, write down the total income for the month. Next, list the fixed expenses, such as rent, electricity, school fees and the mobile recharge. Then plan for expenses that change, like groceries, travel and medicines. Try to keep aside a small amount for savings before spending

on other things. At the end of the month, compare what you planned with what you actually spent. This simple habit shows where the money goes and helps you save for future goals.

Taking Care of a Computer

A computer works best when it is looked after properly. Keep it in a clean, dry place away from direct sunlight. Do not eat or drink near the keyboard, because crumbs and spills can damage the keys. Shut down the computer from the Start menu instead of switching off the power at the plug. Keep the operating system and antivirus up to date. Save your work often, and keep a backup copy of important files on another drive or in the cloud. With a little care, a computer can serve you well for many years.

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CHECK YOURSELF

Practice questions

Choose the best answer for each question. The answers, with a short explanation, are in the next chapter.

1. What is touch typing?

- a) Typing with all ten fingers without looking at the keyboard
- b) Typing only on a touchscreen
- c) Typing with two fingers while looking at the keys
- d) Typing by copying and pasting text

2. Which wrist position is correct while typing?

- a) Bent sharply upwards
- b) Straight and slightly raised, not bent up or pressed on the desk edge
- c) Pressed flat on the edge of the desk
- d) Turned outwards towards the sides of the keyboard

3. Which keys are the home row keys for the left hand?

- a) Q, W, E and R
- b) Z, X, C and V
- c) A, S, D and F
- d) J, K, L and semicolon

4. Which two keys have small raised bumps to help you find the home row without looking?

- a) A and semicolon
- b) G and H
- c) F and J
- d) D and K

5. Which finger presses the Q key in touch typing?

- a) Left ring finger
- b) Left index finger
- c) Right little finger
- d) Left little finger

6. Which finger presses the M key in touch typing?

- a) Right middle finger
- b) Right index finger
- c) Left index finger
- d) Right thumb

7. How should you type a capital A?

- a) Hold the left Shift and press A with the same little finger
- b) Turn on Caps Lock for every capital letter
- c) Hold the right Shift with the right little finger and press A with the left little finger
- d) Press A twice quickly

8. Why should a beginner focus on accuracy before speed?

- a) Accuracy does not matter once you can type fast
- b) Mistakes take time to correct, and wrong movements practised fast become hard-to-break habits
- c) Typing tests never count mistakes
- d) Speed can only be measured after a year of practice

9. You keep pressing the key next to the one you want. What is the best fix?

- a) Type faster so the errors are less noticeable
- b) Return your fingers to the home row after every reach and slow down
- c) Look at the keyboard for every key
- d) Use only your two index fingers

10. In typing tests, how many characters usually make one standard word?

- a) 5 characters, including spaces and punctuation
- b) 3 characters, not counting spaces
- c) 8 characters, including spaces
- d) One real word, whatever its length

11. You type 1,500 characters in 5 minutes. What is your gross speed?

- a) 300 WPM
- b) 75 WPM
- c) 30 WPM
- d) 60 WPM

12. You type 1,000 characters and 960 of them are correct. What is your accuracy?

- a) 4 percent
- b) 96 percent
- c) 90 percent
- d) 99 percent

13. Your gross speed is 40 WPM and you leave 10 uncorrected errors in a 5-minute test. Using the common method of subtracting errors per minute, what is your net speed?

- a) 30 WPM
- b) 42 WPM
- c) 38 WPM
- d) 50 WPM

14. Which practice pattern builds typing skill best?

- a) 20 to 30 minutes of focused practice every day
- b) One three-hour session once a week
- c) Practising only in the week before a test
- d) Taking timed tests without ever doing drills

15. Your typing speed has stopped improving for two weeks. What should you do?

- a) Stop practising, because you have reached your limit
- b) Start looking at the keys to go faster
- c) Practise only the passages you already know well
- d) Treat it as a normal plateau: slow down, aim for accuracy and drill your weak letter pairs

16. On a computer's numeric keypad, which key has a small bump to help you find the home position?

- a) 5
- b) 0
- c) 1
- d) Enter

17. What is the main advantage of typing Hindi in Unicode instead of a legacy font such as Kruti Dev?

- a) Unicode text can only be printed, not shared
- b) Legacy fonts work on every phone without any font installed
- c) Unicode can only be typed with the Remington layout
- d) Unicode text displays correctly on any modern device, while legacy-font text needs that exact font installed

18. Which statement about the Inscript keyboard layout is correct?

- a) It was designed only for English typing
- b) It places the letters exactly as the Remington layout does
- c) It can only be used with legacy fonts
- d) Vowels and matras are mostly on the left-hand side and consonants mostly on the right

19. In Unicode Hindi typing, how is the conjunct ङ formed?

- a) ङ , then the halant ͡ then H
- b) H, then ङ
- c) ङ , then the matra ी then H
- d) ङ , then a space, then H

20. In Unicode Hindi typing, how do you type ढ ?

- a) Type the short i matra ढ first and then 8
- b) Type 8 twice
- c) Type 8 first and then the short i matra ढ
- d) Type 8 and then the long ee matra ढ

ANSWER KEY

Answers

1. **(a) Typing with all ten fingers without looking at the keyboard.** Touch typing means each finger has fixed keys and finds them by memory, so your eyes stay on the screen or the text you are copying.
2. **(b) Straight and slightly raised, not bent up or pressed on the desk edge.** Straight, slightly raised wrists reduce strain and let the fingers move freely. Bending them or pressing them on the desk edge can cause pain over time.
3. **(c) A, S, D and F.** The left hand rests on A, S, D and F. J, K, L and the semicolon are the home keys for the right hand.
4. **(c) F and J.** The bumps on F and J let your index fingers find their home keys by touch. The other fingers then fall into place beside them.
5. **(d) Left little finger.** Q is in the left little finger's column, together with A and Z.
6. **(b) Right index finger.** M is in the right index finger's area, which covers Y, H, N, U, J and M.
7. **(c) Hold the right Shift with the right little finger and press A with the left little finger.** Use the Shift key on the opposite side from the letter. A is typed by the left hand, so the right little finger holds the right Shift.
8. **(b) Mistakes take time to correct, and wrong movements practised fast become hard-to-break habits.** Correcting errors wastes time, and the movements repeated early become automatic. Speed grows naturally once correct movements are automatic.
9. **(b) Return your fingers to the home row after every reach and slow down.** Pressing neighbouring keys usually means a finger has drifted from its home key. Returning home after each reach, at a slower pace, fixes it.
10. **(a) 5 characters, including spaces and punctuation.** A standard word is 5 characters, including spaces and punctuation, so long and short words are counted fairly.

11. **(d) 60 WPM.** 1,500 characters divided by 5 gives 300 standard words. 300 words divided by 5 minutes gives 60 words per minute.
12. **(b) 96 percent.** Accuracy is correct characters divided by total characters, times 100. 960 divided by 1,000 is 0.96, which is 96 percent.
13. **(c) 38 WPM.** 10 errors in 5 minutes is 2 errors per minute. 40 minus 2 gives a net speed of 38 WPM.
14. **(a) 20 to 30 minutes of focused practice every day.** Typing is a physical skill learned through repetition spread over many days. Short daily sessions build it faster than long, occasional ones.
15. **(d) Treat it as a normal plateau: slow down, aim for accuracy and drill your weak letter pairs.** Plateaus are a normal part of learning. Focusing on accuracy, weak letter pairs and new passages helps you move past them.
16. **(a) 5.** The 5 key has a bump. The right index, middle and ring fingers rest on 4, 5 and 6.
17. **(d) Unicode text displays correctly on any modern device, while legacy-font text needs that exact font installed.** Unicode gives every Devanagari character its own code, so the text works everywhere. Legacy fonts draw Hindi shapes over English letter codes and break without the font.
18. **(d) Vowels and matras are mostly on the left-hand side and consonants mostly on the right.** Inscript is the standard layout for Indian scripts and is arranged logically, with vowels mostly on the left and consonants mostly on the right.
19. **(a) 8 , then the halant ङ then H.** The halant removes the inherent vowel of 8 , so the next consonant joins it to form the conjunct ङ .
20. **(c) Type 8 first and then the short i matra ङ्.** In Unicode you type in the order of sounds, so the matra follows the consonant even though the short i matra appears before it on screen.

WORD LIST

Glossary

Accuracy

The share of characters typed correctly, written as a percentage of all the characters typed.

Backspace

The key, pressed with the right little finger, that deletes the character to the left of the cursor.

CPM

Characters per minute, a speed measure in which 5 CPM equals 1 WPM because a standard word is 5 characters.

Devanagari

The script in which Hindi is written, also used for Marathi, Sanskrit and Nepali, with its own letters, matras and conjuncts.

Gross WPM

Typing speed counting every character typed, right or wrong, divided by 5 and then by the number of minutes.

Halant

The Devanagari sign that removes a consonant's built-in vowel so it can join the next consonant, as in ळ, फ़ and ण्.

Home row

The middle row of letter keys, A S D F for the left hand and J K L semicolon for the right, where the fingers rest and return after every key.

Hunt and peck

A slow way of typing in which you look down to find each key and press it with one or two fingers.

Inscript

The standard keyboard layout for Indian scripts, included in Windows, with vowels and matras mostly on the left and consonants mostly on the right.

Key depressions per hour

A speed measure used in some data-entry tests that counts how many keys are pressed in an hour instead of words per minute.

Keyboard layout

The computer setting that decides which character each physical key produces, such as English or Hindi Inscript.

Legacy font

An older Hindi font, such as Kruti Dev, that draws Hindi shapes over the codes of English letters, so the text turns into meaningless characters without that exact font.

Matra

A vowel sign joined to a Devanagari consonant, such as the sign that turns ४ into ४३, which in Unicode is typed after the consonant.

Net WPM

Typing speed after a penalty for uncorrected errors has been subtracted from the gross speed.

Numeric keypad

The block of number keys on the right of a full keyboard, with home keys 4, 5 and 6, used for typing figures quickly when Num Lock is on.

Phonetic typing

A way of typing Hindi by writing words in English letters, such as namaste, which the software turns into Devanagari.

Plateau

A stretch of days or weeks during learning when typing speed seems to stop rising, which is a normal stage of practice.

Posture

The way you sit while typing, ideally upright with feet flat on the floor, elbows at about 90 degrees and wrists straight.

Remington

A Hindi keyboard layout that comes from mechanical Hindi typewriters and was long used with legacy fonts such as Kruti Dev.

Shift key

A key held down with the little finger of the opposite hand to type a capital letter or the upper symbol on a key.

Space bar

The long key at the bottom of the keyboard, pressed with the side of a thumb, that types a space.

Standard word

A group of 5 characters, including spaces and punctuation, counted as one word when typing speed is measured.

Touch typing

Typing with all ten fingers without looking at the keyboard, each finger looking after a fixed group of keys.

Unicode

The international standard that gives every character of every major script its own code, so Hindi typed in it shows correctly on any modern device.

WPM

Words per minute, the usual measure of typing speed, in which one word is counted as 5 characters.



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