

2024

HOW TO USE KEYBOARD AND KEYBOARD LANGUAGES



USING A KEYBOARD: TIPS AND EXAMPLES

General Tips for Effective Keyboard Use

Posture and Positioning:

Sit up straight with your feet flat on the floor.

Center the keyboard to your body to avoid twisting.

Keep your wrists straight and avoid resting them on the keyboard.

Typing Techniques:

Home Row Position: Place your fingers on the “A,” “S,” “D,” “F,” “J,” “K,” “L,” and “;” keys.

Use all fingers: Each finger should be responsible for specific keys.

Light touch: Press keys lightly to avoid strain.

Productivity Tips:

Keyboard Shortcuts: Learn shortcuts like Ctrl+C (copy), Ctrl+V (paste), and Alt+Tab (switch windows) to save time¹.

Custom Macros: Set up macros for repetitive tasks to streamline your workflow.

Gaming Tips:

Customizable Keys: Use programmable keys for quick access to in-game commands³.

Ergonomics: Choose a keyboard with a comfortable design to reduce fatigue during long gaming sessions.

AI and Automation:

AI-Powered Suggestions: Use keyboards with AI features that suggest shortcuts and automate repetitive tasks.

Best Keyboards in 2024

Under 2000 PKR (Approx. 7.16 USD)

Redragon K502:

Type: Membrane

Features: RGB backlighting, quiet keys, ergonomic design⁴.

Ant Esports MK1000:

Type: Mechanical

Features: Blue switches, compact design, durable build⁴.

Under 10,000 PKR (Approx. 35.80 USD)

Corsair K55 RGB Pro:

Type: Membrane

Features: RGB backlighting, macro keys, spill-resistant⁵.

Logitech Pop Keys:

Type: Mechanical

Features: Customizable emoji keys, wireless, compact design⁶.

Under 20,000 PKR (Approx. 71.60 USD)

Razer Huntsman V2 TKL:

Type: Mechanical

Features: Optical switches, RGB lighting, detachable cable⁶.

Logitech MX Keys S:

Type: Scissor switches

Features: Wireless, backlit keys, multi-device pairing⁷

QWERTY (English) Layout:

q = Q

w = W

e = E

r = R

t = T

y = Y

u = U

i = I

o = O

p = P

Tips: Home Row: Keep your fingers on the home row (ASDF JKL;) for efficient typing.

Shortcuts: Learn common shortcuts like Ctrl+C (copy) and Ctrl+V (paste). Touch Typing: Practice touch typing to increase speed and accuracy.

Ergonomics: Maintain good posture to avoid strain. Custom Macros: Set up macros for repetitive tasks.

Keyboard Cleaning: Regularly clean your keyboard to maintain functionality. Typing Software: Use typing software to improve your skills.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Practice: Regular practice can significantly improve your typing speed.

Breaks: Take regular breaks to avoid fatigue.

AZERTY (French) Layout:

q = A

w = Z

e = E

r = R

t = T

y = Y

u = U

i = I

o = O

p = P

Tips: Accent Marks: Learn how to type accent marks (é, è, à).

Special Characters: Familiarize yourself with special characters like ç.

Home Row: Keep your fingers on the home row (QSD F JKL;).

Shortcuts: Use French-specific shortcuts. Touch Typing: Practice touch typing for better speed.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice French typing.

Keyboard Cleaning: Regularly clean your keyboard. Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain. .

QWERTZ (German) Layout:

q = Q

w = W

e = E

r = R

t = T

y = Z

u = U

i = I

o = O

p = P

Tips: Umlauts: Learn how to type umlauts (ä, ö, ü).

Special Characters: Familiarize yourself with ß.

Home Row: Keep your fingers on the home row (ASDF JKL;).

Shortcuts: Use German-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice German typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

JIS (Japanese) Layout:

q = Q

w = W

e = E

r = R

t = T

y = Y

u = U

i = I

o = O

p = P

Tips: Kana Input: Learn how to switch between Kana and Romaji input.

Special Characters: Familiarize yourself with Japanese punctuation.

Home Row: Keep your fingers on the home row (ASDF JKL;).

Shortcuts: Use Japanese-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Japanese typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Dvorak (English) Layout:

q = '

w = ,

e = .

r = P

t = Y

y = F

u = G

i = C

o = R

p = L

Tips:

Home Row: Keep your fingers on the home row (AOEUIDHTNS).

Shortcuts: Learn Dvorak-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Dvorak typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Colemak (English) Layout:

q = Q

w = W

e = F

r = P

t = G

y = J

u = L

i = U

o = Y

p = ;

Tips:

Home Row: Keep your fingers on the home row (ARST NEIO).

Shortcuts: Learn Colemak-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Colemak typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Arabic (Arabic) Layout:

q = ض

w = ص

e = ث

r = ق

t = ف

y = غ

u = ع

i = هـ

o = خ

p = ح

Tips:

Home Row: Keep your fingers on the home row (بلاّتن شسي).

Shortcuts: Learn Arabic-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Arabic typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Cyrillic (Russian) Layout:

q = й

w = ц

e = y

r = к

t = е

y = н

u = г

i = ш

o = щ

p = з

Tips:

Home Row: Keep your fingers on the home row (фыва олдж).

Shortcuts: Learn Russian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture. Typing Software: Use software to practice Russian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Greek (Greek) Layout:

q = ; (semicolon)

w = ζ

e = ε

r = ρ

t = τ

y = υ

u = θ

i = ι

o = ο

p = π

Tips:

Home Row: Keep your fingers on the home row (ασδφ γηξκ).

Shortcuts: Learn Greek-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Greek typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Hebrew (Hebrew) Layout:

q = /

w = ' (Niqqun)

e = ק

r = ר

t = ת

y = ו

u = ל

i = י

o = ם

p = פ

Tips:

Home Row: Keep your fingers on the home row (שדגכעיחל).

Shortcuts: Learn Hebrew-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Hebrew typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Korean (Hangul) Layout:

q = ㅏ

w = ㅓ

e = ㅕ

r = ㅗ

t = ㅛ

y = ㅜ

u = ㅠ

i = ㅣ

o = ㅗ

p = ㅜ

Tips:

Home Row: Keep your fingers on the home row (ㄱ ㄴ ㄷ ㄹ ㅁ ㅂ ㅅ ㅇ ㅈ ㅊ ㅋ ㆁ).

Shortcuts: Learn Korean-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Korean typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Chinese (Pinyin) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Pinyin Input:

Learn how to switch between Pinyin and Chinese characters.

Special Characters: Familiarize yourself with Chinese punctuation.

Home Row: Keep your fingers on the home row (asdf jkl;).

Shortcuts: Use Chinese-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Chinese typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Hindi (Devanagari) Layout:

q = ञ

w = ण

e = ऐ

r = र

t = त

y = य

u = उ

i = इ

o = ओ

p = प

Tips:

Home Row: Keep your fingers on the home row (अआइईउऊऋऌ).

Shortcuts: Learn Hindi-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Hindi typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Thai (Kedmanee) Layout:

q = ๑

w = ๒

e = ๓

r = ๔

t = ๕

y = ๖

u = ๗

i = ๘

o = ๙

p = ๐

Tips:

Home Row: Keep your fingers on the home row (ฟกค าสว).

Shortcuts: Learn Thai-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Thai typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Russian (Cyrillic) Layout:

q = й

w = ц

e = у

r = к

t = е

y = н

u = г

i = ш

o = щ

p = з

Tips:

Home Row: Keep your fingers on the home row (фыва олдж).

Shortcuts: Learn Russian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Russian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Spanish (Latin American) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklñ).

Shortcuts: Learn Spanish-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Spanish typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Portuguese (Brazilian ABNT) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklç).

Shortcuts: Learn Portuguese-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Portuguese typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Turkish (QWERTY) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklş).

Shortcuts: Learn Turkish-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Turkish styping.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Italian (Italian) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklò).

Shortcuts: Learn Italian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Italian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Polish (Polish Programmers) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklł).

Shortcuts: Learn Polish-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Polish typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Swedish (Swedish) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklö).

Shortcuts: Learn Swedish-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Swedish typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Norwegian (Norwegian) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklø).

Shortcuts: Learn Norwegian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Norwegian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Finnish (Finnish) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklö).

Shortcuts: Learn Finnish-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Finnish typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Danish (Danish) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklæ).

Shortcuts: Learn Danish-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Danish typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Dutch (Dutch) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jkl;).

Shortcuts: Learn Dutch-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Dutch typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Hungarian (Hungarian) Layout:

q = q

w = w

e = e

r = r

t = t

y = z

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklé).

Shortcuts: Learn Hungarian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Hungarian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Czech (Czech) Layout:

q = q

w = w

e = e

r = r

t = t

y = z

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklů).

Shortcuts: Learn Czech-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Czech typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Slovak (Slovak) Layout:

q = q

w = w

e = e

r = r

t = t

y = z

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklô).

Shortcuts: Learn Slovak-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Slovak typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Romanian (Romanian) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jklş).

Shortcuts: Learn Romanian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Romanian typing.

Keyboard Cleaning: Regularly clean your keyboard

. Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Bulgarian (Bulgarian) Layout:

q = ѝ

w = ц

e = y

r = к

t = е

y = н

u = г

i = ш

o = щ

p = з

Tips:

Home Row: Keep your fingers on the home row (фыва олдж).

Shortcuts: Learn Bulgarian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Bulgarian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Serbian (Serbian Cyrillic) Layout:

q = љ

w = њ

e = e

r = р

t = т

y = s

u = y

i = и

o = o

p = п

Tips:

Home Row: Keep your fingers on the home row (асдф јкч).

Shortcuts: Learn Serbian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Serbian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Ukrainian (Ukrainian) Layout:

q = й

w = ц

e = y

r = к

t = е

y = н

u = г

i = ш

o = щ

p = з

Tips:

Home Row: Keep your fingers on the home row (фыва олдж).

Shortcuts: Learn Ukrainian-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Ukrainian typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Vietnamese (Vietnamese) Layout:

q = q

w = w

e = e

r = r

t = t

y = y

u = u

i = i

o = o

p = p

Tips:

Home Row: Keep your fingers on the home row (asdf jkl;).

Shortcuts: Learn Vietnamese-specific shortcuts.

Touch Typing: Practice touch typing.

Ergonomics: Maintain good posture.

Typing Software: Use software to practice Vietnamese typing.

Keyboard Cleaning: Regularly clean your keyboard.

Practice: Regular practice improves speed.

Breaks: Take breaks to avoid strain.

Custom Macros: Set up macros for repetitive tasks.

Keyboard Layouts: Familiarize yourself with different keyboard layouts.

Urdu(Pakistan) Keyboard Layout:

Advisor Guidance for Typing in Urdu

Practice Makes It Perfect: Muscle memory is an increase in repetition of a task over some time.

It is advisable for anyone who uses a keyboard frequently to touch type it.

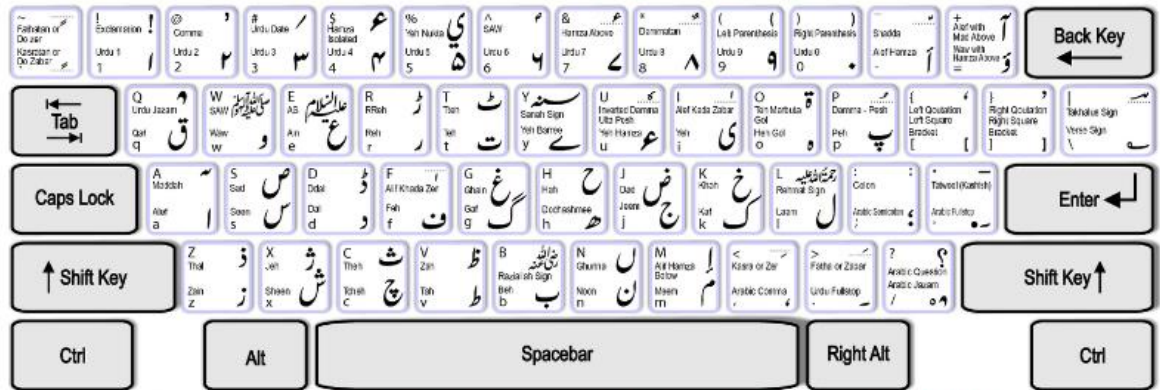
Understand the Layout: Spare one to two minutes to familiarize yourself with the Urdu keyboard. This will be useful in enhancing touch typing.

Start from Easy Exercises: You do not have to jump straight into typing long and complex sentences. Start from easy exercises.

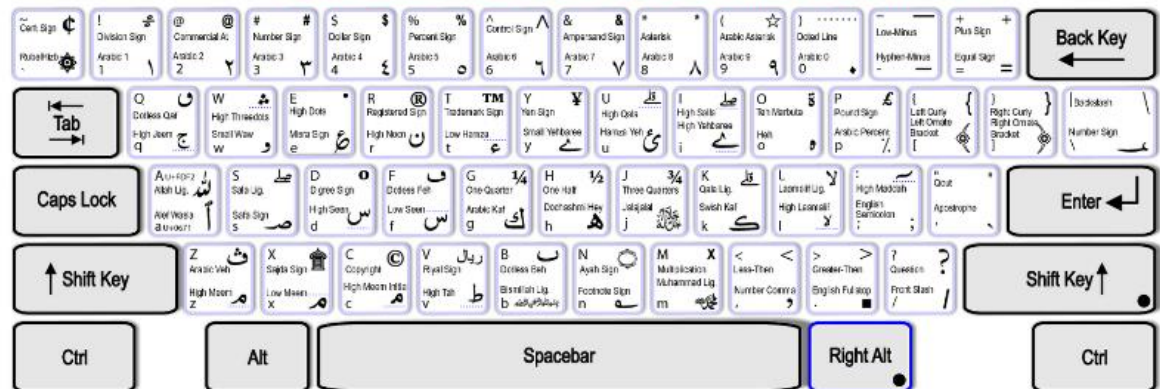
Consider Improving Your Errors: Pay no attention to the speed of typing, and for the time being concentrate on achieving a higher typing accuracy.

Rest: It is advisable to take time out from typing since it helps to reduce strain and maintain focus during a prolonged typing activity.

Urdu Phonetic Unicode Keyboard Layout (With SHIFT) (for regular Urdu alphabets)



RightAlt with Right SHIFT (for special characters including symbols in Holy Quran can be typed by pressing Right Alt key)



www.urdu.ca

HOW TO MAKE A MACROS ON KEYBOARD:

Using Power Automate

Open Power Automate: This app is included with Windows 11.

Create a New Flow: Click on “New Flow” and choose the type of flow you want to create.

Record Actions: Use the recorder to capture the sequence of actions you want to automate.

Save and Run: Save your flow and run it whenever needed.

Using TinyTask

Download TinyTask: Visit the TinyTask GitHub page to download the app.

Record a Macro:

Open TinyTask and click the “Rec” button.

Perform the actions you want to automate.

Click **“Rec”** again to stop recording.

Save and Play:

Save the macro by clicking **“Save”** and giving it a name.

Use the default hotkey (**Ctrl + Shift + Alt + P**) to play the macro1.

Using Microsoft Mouse and Keyboard Center

Open the App: Start Microsoft Mouse and Keyboard Center.

Create a New Macro:

Select the button you want to assign the macro to.

Click **“Create a new Macro”** and name it.

Enter the sequence of events (**keystrokes, mouse clicks, etc.**).

Save and Use: Save the macro and use the assigned button to run it