

### 1. Discuss the various types of keys available on a computer keyboard.

A computer keyboard has various types of keys, including alphanumeric keys, function keys (F1–F12), navigation keys (arrow keys, Home, End), control keys (Ctrl, Alt, Esc), special purpose keys (Enter, Spacebar, Delete), and numeric keypad keys. Each type of key performs a specific function for efficient typing and control.

### 2. Differentiate between Home Keys and Guide Keys.

Home keys are the central row keys where fingers rest while typing (A, S, D, F, J, K, L, ;). Guide keys are raised keys (F and J) that help fingers locate the home row without looking. Home keys support touch typing, while guide keys help in finger placement.

### 3. What do you understand by Guide Keys? Name the Guide Keys of a (a) computer keyboard (b) typewriter

Guide keys are keys that help the user place fingers correctly on the home row without looking. On a computer keyboard, the guide keys are 'F' and 'J'. On a typewriter, guide keys also include 'A' and ';' in addition to 'F' and 'J' for better finger alignment.

### 4. Explain the role of typing ergonomics.

Typing ergonomics involves proper posture, hand positioning, and keyboard placement to reduce strain and increase efficiency. Good ergonomics prevent injuries like repetitive strain injury (RSI), enhance comfort, and improve typing speed and accuracy. It includes using correct finger placement and taking regular breaks during typing tasks.

### 5. Why the use of various typing software is common now-a-days?

Typing software is widely used today to improve speed, accuracy, and finger placement. These programs offer guided lessons, real-time feedback, and progress tracking. With digital literacy becoming essential, typing skills are necessary for education, jobs, and communication, making typing software a popular learning tool.

### 6. Mention the finger allocation of keys of the Bottom Row of computer keyboard.

The bottom row includes keys like Z, X, C, V, B, N, M, and punctuation marks. Left finger types Z, ring finger X, middle C, index finger V and B. Right index types N and M, middle types comma, ring types period, and pinky types slash and Shift key.