

## Keyboarding Unit Study Guide with Answers

True or False

- false     1. Always press the Space Bar **three times** after a period at the end of a sentence.
- false     2. If you want to start a new line, press the **Tab** key.
- false     3. When you are taking a timing test, your eyes should be **5 inches** from the computer monitor.
- false     4. You should press the Space Bar with your **“pinkie”** finger on your right hand.
- false     5. When you are keyboarding, your wrists should be resting on the keyboard or desk.
- true     6. When keyboarding, it is important to keep your fingers curved.
- false     7. The “r” is a home row key.

8. When you reach the end of a line you are keying, the next words automatically move down to the following line. This feature is called \_\_\_\_\_.

- A. scrolling
- B. **word wrap**
- C. cap lock
- D. deleting

9. As you are keyboarding, tap the keys \_\_\_\_\_.

- A. **quickly and with pressure**
- B. slow without any pressure
- C. lightly and really slow
- D. slowly and with pressure

10. When keyboarding, your \_\_\_\_\_.

- A. feet can be in any position you want
- B. feet should be crossed at the ankles
- C. legs should be stretched out in front of you
- D. **feet should be flat on the floor.**

11. Which of the following is true concerning the quotation mark (“)?

- A. You press it with the little finger of the **left** hand.
- B. You should always put three spaces after the quotation mark.
- C. You must hold down the Right Shift key while pressing it.
- D. **It is on the same key as the apostrophe (’).**

12. Which of the following **will not** help you maintain good speed and accuracy?

- A. Keeping a steady rhythm
- B. **Moving your eyes back and forth between the keyboard and your copy**
- C. Knowing the positions of the keys on the keyboard
- D. Using anchor/home row keys properly

13. Which of the following best explains the purpose of the raised markers on the F and J keys.

- A. They allow you capitalize letters more easily
- B. **They help you keep fingers in the correct home position.**
- C. They are only needed when you have to key a capital letter.
- D. They remind you to keep your fingers curved.

14. How many different fingers are needed to key the word hymn?

- a.1     b.2     c.3     d.4**

15. Which of the following is **not** a home key?

- a. **A**    b. **T**    c. **S**    d. **L**

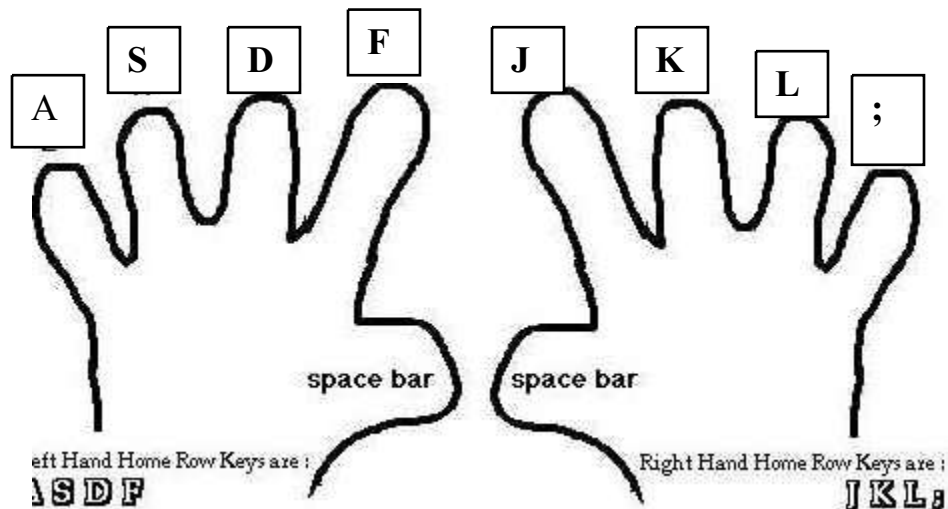
16. The home row/anchor key for the N key is \_\_\_\_\_.

- a. **T**    b. **J**    c. **P**    d. **Q**

17. How many different fingers would you use to key the word popover?

- a. 10    b. **4**    c. 9    d. 7

18. What symbol is used to tell you when you should press the Enter key? \_\_\_\_\_
19. When keying, your elbows should always be \_\_\_\_\_  
 A. angled away from your body, pointing out like wings  
 B. at your sides  
 C. resting at the desk or table
20. To gain speed and accuracy on the keyboard \_\_\_\_\_.  
 A. you must practice  
 B. you must be strong  
 C. you must play video games



Use the letters shown on the fingers in the diagram to answer questions 20-23

20. Which finger is used to press the B key? \_\_\_ F \_\_\_
21. Which finger is used to press the period (.). \_\_\_ L \_\_\_
22. Which finger is used to press the Z key? \_\_\_ A \_\_\_
23. Which finger is used to press the Enter key? \_\_\_ ; \_\_\_ semicolon \_\_\_
24. When determining your speed, every \_\_\_\_\_ 5 \_\_\_\_\_ strokes counts as one word.
25. **Accuracy** requires \_\_\_\_\_.  
 A. speed  
 B. keeping your elbows at your sides  
 C. knowing where the keys are located on the keyboard