

PART I.

1. Keeping your password confidential allows you to:
 - ☒ a. Keep your files confidential
 - b. Keep your files available to anyone
 - c. Share your files with other students
 - d. Work on anyone's account

2. Your network password should be shared with:
 - a. Other students
 - b. The system operator
 - c. Teachers and administration
 - ☒ d. Absolutely no one

3. Good posture means:
 - a. Keeping your fingers on the home keys
 - b. Using a steady pace for key stroking
 - c. Using your right thumb for the space bar
 - ☒ d. Sitting up straight in your chair

4. Tapping the enter key with the right fourth finger creates:
 - a. Word wrap
 - b. Error message
 - c. Hard copy
 - ☒ d. Hard return

5. Part of our end of class procedure includes:
 - a. Shutting the window.
 - b. Closing the door behind you.
 - ☒ c. Pushing in your chair.
 - d. Putting computers in numerical order.

6. In most software programs the key that takes you backward in the program is the:
 - ☒ a. Enter key
 - b. Escape key
 - c. Tab key
 - d. Backspace key

7. It is important to keep your eyes on the text so that you:
 - ☒ a. Won't lose your place.
 - b. Can remember the home row.
 - c. Can't cheat.
 - d. Look at your fingers.

8. When typed words are returned to the beginning of the next line automatically it is called

- a. Hard return
- b. Enter key
- c. Word wrap
- d. Semi-colon/enter

9. The safest network password should consist of:

- a. Numbers only
- b. Numbers and letters
- c. Letters only
- d. Your student ID number

10. The home rows keys are:

- a. Qwerty
- b. Asdf jkl;
- c. 12345678
- d. Abcdefg

11. The name of the home key position that helps you to bring your finger back to the correct home key position is:

- a. Return
- b. Enter
- c. Anchor
- d. Space bar

12. The term "ergonomics" refers to:

- a. Posture and position
- b. Space stations
- c. Correct typing techniques
- d. Work ethics

13. How should your fingers rest upon the home row keys? :

- a. Curved
- b. Partially on and partially off
- c. Flat
- d. Frozen

14. T F In keyboarding, speed is more important than accuracy.

15. T F When typing, you should constantly look down at your hands.

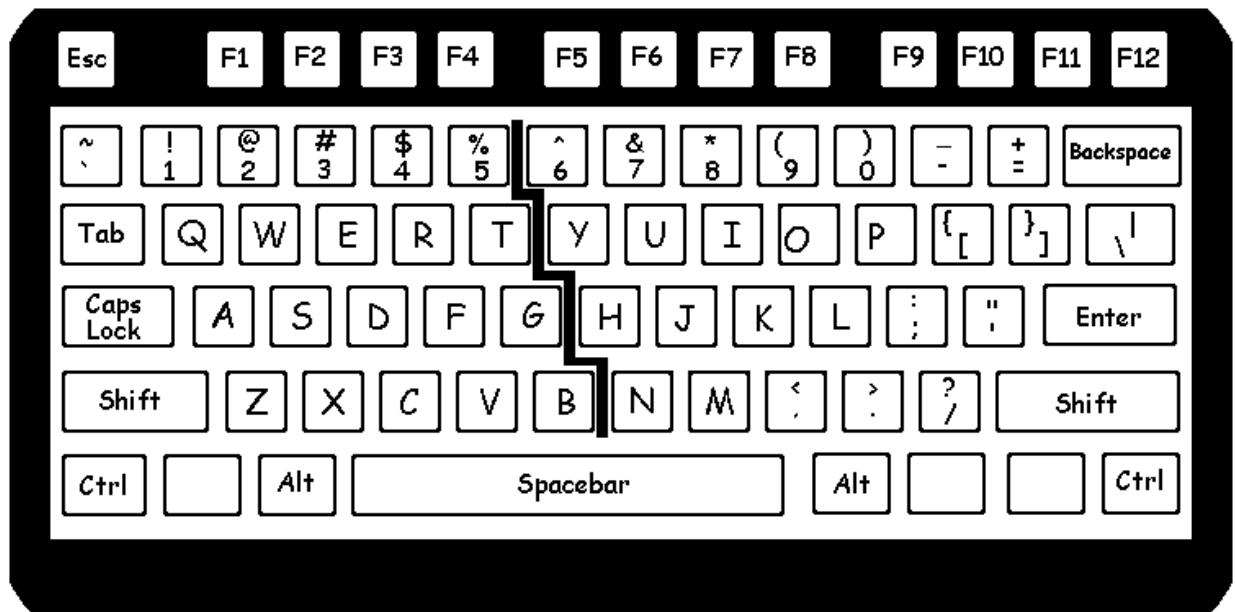
16. T F You use your right index finger to "strike enter."

17. T F Numbers are identified as symbols when you hold the shift key when pressing them.

18. T F The bottom row consists of all symbols on the keyboard.
19. T F You press the space bar with you pointer finger between letters or words.
20. T F You press the “enter key” with your left hand.

PART II.

Study **ALL** the keys on the Keyboard.



FINGER PLACEMENT:

