

DATA ENTRY & KEYBOARD SKILLS

Introduction

Data Entry is the process of entering or typing information into a computer. In today's digital world, being able to type quickly and accurately on a keyboard is a very important skill. This chapter will teach you the correct way to type using a method called Touch Typing.

Whether you want to write emails, fill forms, chat online, or work on a computer professionally — good typing skills will always help you.

Why is typing important?

- Saves a lot of time when working on a computer
- Helps you work faster and without mistakes
- Required in almost every computer-related job
- Makes communication (chat, email) quick and easy

What is Touch Typing?

Touch typing is a method of typing where you type using all your fingers without looking at the keyboard. You learn to feel the keys with your fingers and remember where each key is. Over time, your fingers automatically go to the right key.

Simple Definition

Touch Typing = Typing without looking at the keyboard, using all 10 fingers in the correct positions.

The Keyboard Layout — Three Main Rows

The keys on your keyboard are divided into rows. You need to know three important rows:



Keyboard rows: Home Row (orange), Top Row (blue), Bottom Row (green)

Row Name	Keys Included
Home Row (Middle)	A S D F G H J K L ; (your fingers rest here)
Top Row (Upper)	Q W E R T Y U I O P
Bottom Row (Lower)	Z X C V B N M , . /

Correct Finger Positions

Each finger is responsible for specific keys. This is the most important rule of touch typing. Follow this chart carefully:

Finger	Left Hand Keys
Little finger	A, Q, Z and Shift/Caps
Ring finger	S, W, X
Middle finger	D, E, C
Index finger	F, G, R, T, V, B
Thumb	Space Bar

Finger	Right Hand Keys
Index finger	J, H, U, Y, M, N
Middle finger	K, I, ,
Ring finger	L, O, .
Little finger	; P / and Shift/Enter
Thumb	Space Bar

5 Major Functions of Touch Typing

Touch typing helps you achieve these 5 major benefits:

- 1. Speed — You can type much faster than the hunt-and-peck method.
- 2. Accuracy — Fewer mistakes because each finger knows its keys.
- 3. Efficiency — Less effort and energy wasted on finding keys.
- 4. Comfort — Proper finger placement reduces hand and wrist strain.
- 5. Confidence — You can focus on thinking, not on finding keys.

Touch Typing Method — Step by Step

After learning where the keys are, follow this method to start typing words correctly:

- Start with Home Row — Always begin with your fingers on A S D F (left) and J K L ; (right).
- Look at the screen, not the keyboard — Train your eyes to stay on the screen.
- Use the correct finger for each key — Never use the wrong finger, even if it feels slow at first.
- Keep fingers curved — Your fingers should gently curve over the keys like a soft arch.
- Return to Home Row — After pressing any key, bring your fingers back to the home row.
- Type at a slow and steady pace — Accuracy is more important than speed when you start.

Text Typing Technique

When you type a sentence or paragraph, here are some important techniques to follow:

Good Typing Techniques

- Press keys gently — do not bang or hit hard
- Use the Shift key with the opposite hand's little finger for capital letters
- Use Space bar with your right thumb after each word
- Use Enter/Return key at the end of a paragraph
- Read text a few words ahead of what you are typing
- Keep a consistent rhythm — like music, typing has a beat!

Using Mouse and Actions

Along with keyboard skills, you should also know some basic mouse actions used during typing practice:

Mouse Action	What It Does
Click	Selects or places the cursor at a position
Double Click	Selects a whole word
Right Click	Opens a menu with options
Click and Drag	Selects (highlights) a block of text
Scroll Wheel	Moves up and down the page

What is WPM and Net WPM?

When you practise typing, you need to measure how fast and how accurately you type. Two important measurements are used for this:

WPM vs Net WPM - Explained

Gross WPM (Speed)

$$\frac{\text{Total Words Typed}}{\text{Time Taken (in minutes)}}$$

= Raw typing speed

Net WPM (Accuracy)

$$\frac{\text{Gross WPM} - (\text{Errors} / \text{Time})}{1}$$

= Accurate typing speed

Example:

You type 250 words in 5 minutes with 5 errors

Gross WPM = 250 / 5 = 50 WPM

Net WPM = 50 - (5/5) = 50 - 1 = 49 WPM

How to calculate Gross WPM and Net WPM

Term	Meaning
WPM (Words Per Minute)	The total number of words you type in one minute, including mistakes.
Net WPM	Your WPM after removing errors. It shows your true, accurate typing speed.
Gross WPM Formula	Total Words Typed ÷ Time (in minutes)
Net WPM Formula	Gross WPM – (Number of Errors ÷ Time)

Quick Tip

A beginner usually types 15–25 WPM. A good typist types 40–60 WPM. Professionals can type 80+ WPM!

Always aim to improve accuracy first, then speed will follow naturally.

Remember!

Practice makes perfect! The more you practice touch typing, the faster and more accurate you will become.

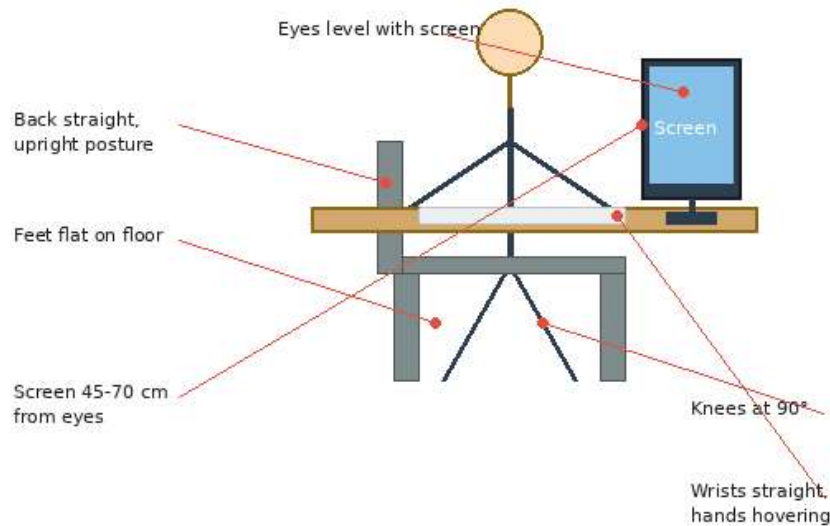
Never look at the keyboard while typing. Trust your fingers!

"The quick brown fox jumps over the lazy dog" — use this sentence to practice all 26 letters.

Correct Posture for Typing

Good posture while typing prevents body pain and helps you type better for longer periods. Always follow these posture rules:

Correct Sitting Posture for Typing



Correct sitting and typing posture

- Sit straight with your back supported by the chair.
- Keep your feet flat on the floor.
- Elbows should be at a 90° angle.
- Wrists should be straight — not bent up or down.
- Eyes should be level with the top of the monitor.
- Keep the screen 45–70 cm away from your eyes.
- Fingers should lightly hover over the keys, not press hard.

Tips for Improving Typing Skills

Follow these tips to improve your typing speed and accuracy over time:

- Practise every day — even 15–20 minutes of daily practice makes a big difference.
- Do not look at the keyboard — this is the most important habit to build.
- Start slow, go accurate — do not rush; accuracy builds speed naturally.
- Use typing practice software like Mavis Beacon or online tools.
- Practice pangrams — sentences that use every letter, e.g. "The quick brown fox jumps over the lazy dog."
- Review your errors — always check which keys you miss most and practice those.
- Keep your hands relaxed — tension makes typing slower and can cause pain.

What is Lesson Editor?

A Lesson Editor is a tool available in typing software that allows you (or your teacher) to create custom typing lessons. Instead of only practicing the built-in lessons, you can design your own practice material.

What can you do with Lesson Editor?

- Type in your own sentences or paragraphs for practice
- Create lessons that match your school syllabus
- Set difficulty level (easy, medium, hard)
- Save lessons and use them again later
- Share lessons with classmates or students

What is a Self-Paced Course?

A Self-Paced Course is a way of learning where you go at your own speed. You do not have to follow a fixed time schedule. You can spend more time on difficult lessons and quickly pass through the easy ones.

Feature	Description
Progress Tracking	The software tracks how much you have completed
Flexible Timing	Learn anytime, take as long as you need
Retry Lessons	Repeat any lesson as many times as you want
Performance Reports	See your WPM, accuracy and improvement charts
Goal Setting	Set your own target speed or accuracy goal

Important Key Terms

Term	Meaning
Touch Typing	Typing without looking at the keyboard, using all 10 fingers
Home Row	The middle row (ASDF JKL;) where fingers rest by default
WPM	Words Per Minute — measures typing speed
Net WPM	WPM after subtracting errors — measures true accuracy
Posture	The correct body position while sitting and typing
Lesson Editor	A tool to create custom typing practice lessons
Self-Paced Course	A course where you learn at your own speed with no fixed time
Accuracy	How many words you type correctly (without mistakes)
Pangram	A sentence that uses every letter of the alphabet