

Que:1 Fill in the Blanks:

1. _____ font can be used to type in Punjabi.

- a) AnmolLipi b) Raavi
c) Joy d) All of the above

2. In home row, _____ key is pressed with little finger of left hand while typing with AnmolLipi Font.

- a) ਓ / ਅ b) ਸ / ਸ਼ c) ਦ / ਧ d) ਡ / ਢ

3. In Second row, _____ key is pressed with ring finger of left hand while typing with AnmolLipi Font.

- a) ਤ / ਥ b) ਟ / ਠ c) ਏ / ਓ d) ਰ / ੜ

4. In third row, _____ key is pressed with index finger of right hand while typing with AnmolLipi Font.

- a) ਬ / ਭ b) ਨ / ਼ c) ਮ / ੋ d) ਮ / ੌ, ਨ / ੈ

5. To use number pad, _____ should be kept ON

- a) Num lock b) Caps Lock
c) Scroll lock d) None of these

Answer : 1. All of the above 2 ਓ / ਅ 3 ਟ / ਠ 4 ਮ / ੌ, ਨ / ੈ 5 Num lock

Que:2 Write True or False

1. For typing, the keyboard is divided in two parts: one for the left hand and one for the right. (True)
2. Touch typing is a technique by which we can learn typing with all fingers while looking at keyboard. (False)
3. AnmolLipi font helps us typing in Punjabi. (True)
4. We use our little finger for the spacebar. (False)
5. Shift key is used to move down to a new line. (False)

Que:3 Short Answer Type questions

Q:1 What is Touch typing?

Ans: Touch typing is a technique by which we can learn typing with all fingers, step by step, without having to look down at the keyboard. If all the time, we keep on looking for right keys on keyboard, then it slows down our typing speed a lot.

Q:2 Describe the position of your fingers on Home Row Key?

Ans: Position of our fingers on Home Row keys is shown below:

	Left Hand	Right Hand
Little Finger	A	;
Ring Finger	S	L
Middle Finger	D	K
Index Finger	F,G	J,H

Q:3 How to type in Punjabi language?

Ans: Before start typing in Punjabi, we need to choose the appropriate font for typing in punjabi. There are many fonts which are available for typing in Punjabi, for example: AnmolLipi, Raavi (Unicode Font), Asees, Joy etc. AnmolLipi font is one of the easiest Punjabi fonts to learn typing in Punjabi.

Q:4 Name any three fonts to type in Punjabi Language?

Ans: There are many fonts for typing in Punjabi Language. Some of these are given below:

- AnmolLipi
- Asees
- Raavi
- Joy

Que:4 Long Answer Type Questions**Q:1 How can we improve typing speed?**

Ans: Following are some suggestion which helps us to improve typing speed:

1. Don't look at the key board while typing.
2. Keep position of your fingers always on home row.
3. Be steady, even pace and strive for accuracy.
4. We should focus on accuracy not speed .Speed will come with time and practice .

Q:2 Draw AnmolLipi key map??

Ans: AnmolLipi key map is shown below:

AnmolLipi Key Map															
(Upper & Lower Case Characters)															
~ `	1 !	2 "	3 #	4 \$	5 %	6 ^	7 _	8 *	9 (0)	- _	+ =	Backspace		
Tab	Q ਭ	W ਤ	E ਏ	R ਰ	T ਟ	Y ਯ	U ਊ	I ਭੀ	O ਓ	P ਫ	[{] }	 ਥ	\ ਵ	
Cap Lock	A ਅ	S ਸ	D ਧ	F ਫ	G ਗ	H ਹ	J ਝ	K ਖ	L ਲ	:	:	"	"	Return	
Shift	Z ਜ	X ਯ	C ਚ	V ਵ	B ਭ	N ਨ	M ਮ	< ਧਰ	> ਧਰ	? ?	/?	/	/	Shift	
Option ALT			Space-bar												