

Certificate Course on Computer Typing

Typing Skill Test

Study Material

Youth Computer Training Centre

Topics Covered:

- English Typing
- Bangla Typing

Warning and Disclaimer

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Chapter 1: English Typing

Introduction

Taking regular typing tests helps you track your progress and identify areas for improvement. It's a practical way to ensure that your typing skills are up to par with the demands of modern technology and work environments.



Effective Typing Practice:

Use Proper Finger Placement:

Start with your fingers on the home row keys (ASDF for the left hand, JKL; for the right hand).

Maintain Good Posture:

Sit up straight, keep your feet flat on the ground, and position your keyboard at a comfortable height.

Practice Regularly:

Consistency is key to improving your typing speed and accuracy.

Focus on Accuracy:

Speed will come with time, so prioritize typing correctly over typing quickly.

Take Breaks:

Give your hands and eyes a rest to prevent strain.

About Keyboard



Keyboard specifically designed for typing, there are several options that are highly regarded for their comfort, efficiency, and overall typing experience.

Standard Keyboards:

- **QWERTY Keyboards:**

The most common type, named after the first six letters in the top row of alphabetic characters.

~ , ' `	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	* 8	(9) 0	- _	+ =	← Backspace
Tab ↔	Q	W	E	R	T	Y	U	I	O	P	{ [}]	 \ /
Caps Lock ↑	A	S	D	F	G	H	J	K	L	: ;	" '	Enter ↵	
Shift ↑	Z	X	C	V	B	N	M	< ,	> .	? /	Shift ↑		
Ctrl	Win Key	Alt							Alt	Win Key	Menu	Ctrl	

- **AZERTY Keyboards:**

Mostly used in **French-speaking countries**, with a different layout from QWERTY.

2	1 &	2 é ~	3 " #	4 ' {	5 ([6 -	7 è `	8 - \	9 ç ^	0 à @	°)]	+ = } }	← Suppr arrière
↔ Tab	A	Z	E €	R	T	Y	U	I	O	P	° ◊ ▲	£ \$ ¤	↵ Entrée
🔒 Verr. Maj.	Q	S	D	F	G	H	J	K	L	M	% ù	μ *	↵
↑ Maj.	> <	W	X	C	V	B	N	? ,	. ;	/ :	§ !	↑ Majuscule	
Ctrl	■	Alt							Alt Gr	■	🖨	Ctrl	

- **DVORAK Keyboards:**

Designed for efficiency and speed, with a different layout that minimizes finger movement.

~ `	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	* 8	(9) 0	{ [}]	← Backspace
Tab ↔	" ,	< ,	> .	P	Y	F	G	C	R	L	? /	+ =	 \
Caps Lock ↑	A	O	E	U	I	D	H	T	N	S	- _	Enter ↵	
Shift ↑	:	Q	J	K	X	B	M	W	V	Z	Shift ↑		
Ctrl	Win Key	Alt							Alt Gr	Win Key	Menu	Ctrl	

Ergonomic Keyboards:

- **Split Keyboards:**

Designed to reduce strain by splitting the keyboard into two halves.



3. Compact Keyboards:

Omit the numeric keypad to save space.



Brief Details of QWERTY Keyboard

QWERTY keyboards are the most widely used keyboard layout in many parts of the world.

Widespread Use of QWERTY Keyboards:

North America, Europe, Asia, Africa and Australia

Standardization: It is the default layout for most operating systems and software, making it the go-to choice for new devices and users and people learn to type on QWERTY keyboards, and switching to a different layout can be challenging, so the cycle of use continues.

QWERTY Keyboard Fingering

QWERTY fingering involves placing your fingers on specific keys to maximize typing efficiency and comfort.

Home Row Position:

Left Hand:

- Little Finger: A
- Ring Finger: S
- Middle Finger: D
- Index Finger: F
- Thumb: Spacebar

Right Hand:

- Index Finger: J
- Middle Finger: K
- Ring Finger: L
- Little Finger: ;

Thumb: Spacebar

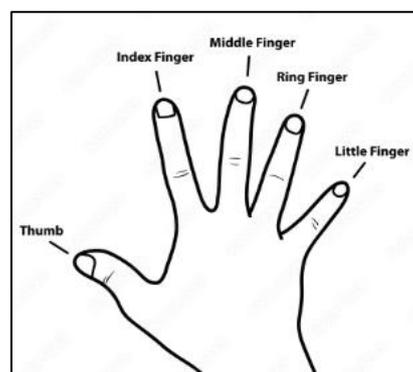
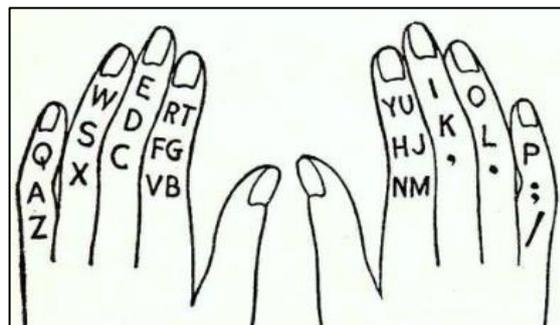
Finger Assignments for Each Row:

Left Hand:

- Little Finger: Q, A, Z
- Ring Finger: W, S, X
- Middle Finger: E, D, C
- Index Finger: R, T, F, G, V, B

Right Hand:

- Index Finger: Y, U, H, J, N, M
- Middle Finger: I, K, ,
- Ring Finger: O, L, .
- Little Finger: P, ;, /



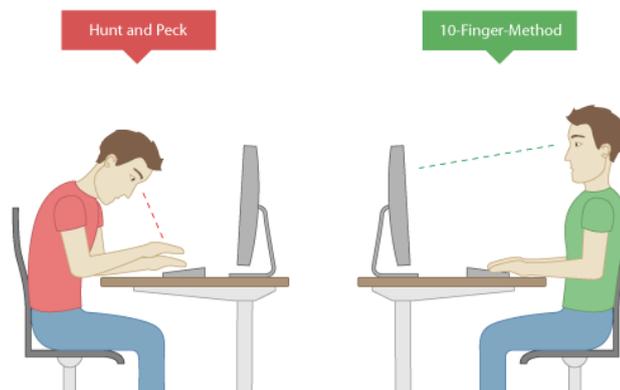
Computer Keyboard Typing Do and Don't



Correct Sitting Posture



Correct Wrist Movement



Start the Practice Session of English Typing

Regular Practice

Set a Routine: Dedicate a few minutes each day to typing practice.

Monitor Progress: Track your typing speed **WPM (Words per minute)** and accuracy over time.

The home row or Each Row of the keyboard is the most important to the touch-typist.

<i>number row.</i>									
LEFT HAND					RIGHT HAND				
LF	RF	MF	IF	IF	IF	IF	MF	RF	LF
1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	;
Z	X	C	V	B	N	M	,	.	/

Type as Day-by-Day

- asdfg hjkl; asdfg hjkl; ;lkjh gfdsa asdfg hjkl; ;lkjh gfdsa ;lkjh gfdsa
- ah had lag slag ah had lag slag ah had ah had lag slag
- hash flash ask has hash flash ask has hash hash flash ask hash
- dash gash lash dash gash lash dash gash lash dash gash lash
- lad sash flag lad sash flag lad sash flag lad sash flag lad sash
- fall gall hall lass fall gall hall lass fall fall gall hall lass fall
- glass alfalfa adds glass alfalfa adds glass alfalfa adds glass alfalfa
- sad shall salad sad shall salad sad shall salad sad shall salad sad shall
- ash glad alas ash glad alas ash glad alas ash glad alas ash glad alas
- all flask half all flask half all flask half all flask half all flask half

Your Speed can count as mentioned following Table

<u>Elapsed time</u>	<u>Words per Minute</u>	<u>Elapsed time</u>	<u>Words per Minute</u>
4 minutes	30	8 minutes	15
4½ "	27	9 "	13½
5 "	24	10 "	12
5½ "	22	11 "	11
6 "	20	12 "	10
6½ "	18½	13 "	9
7 "	17	15 "	8

Practice Session of English Typing

- Type the following with 2 times
 - o All Alphabets
 - o All Numeric
 - o All special character under keyboard

- **Using Left Hand - with CAPS LOCK off with 2 times ;**

FFFF DDDD SSSS AAAA FFFF DYCTC SSSS AAAA FFFF DDDD SSSS AAAA
 FF DD SS AA FF DD SS AA FF DD FF DD FF SS FF SS FF AA FF AA DS FDSA FDSA FDSA FDSA FDSA
 FDSA FDSA ASDF ASDF ASDF ASDF ASDF ASDF ASDF ASDF ASDF FADS DAFS SAFD DSAF FASD
 ADFS FDSA

- **Using Right Hand - with CAPS LOCK on with 2 times**

popo kkl juju bitm jpjp pipi popo kkl juju mkmk popopop pipi
 kkl uu oo pp kk jj mm nn ii oo pp uu jj ll :: "" ?? >> jj ll
 uuuu iiiii ooooo mmmm jjjj knkn pkpk upup bitm lulu mimi jpjp

- **Using Both Hands**

Alan and Alice and Alma alighted at Auckland Airport after arriving. Sarah's sharp scissors slit Sandra's soft, silky scarf severely. Grandfather Greer grew great giant green gooseberries grandly. Will Walter Webster win Wednesday's winter weather watching? Robert Reed rode randomly round rough roads recklessly. Trevor Tomkins tried tirelessly to teach Thelma Thornton trendy tricks.

Type the following

ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789

Type for 5 times with 5 Minutes

abcdefghijklmnopqrstuvwxyz1234567890

Type 12 lines for 15 minutes

The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog
The quick brown fox jumped over the lazy dog	The quick brown fox jumped over the lazy dog

Typing as Paragraph for Practice

Tourism in India

Tourism in India is 4.6% of the country's gross domestic product (GDP). Unlike other sectors, tourism is not a priority sector for the Government of India. The World Travel and Tourism Council calculated that tourism generated Rs.13.2 lakh crore (US\$150 billion) or 5.8% of India's GDP and supported 32.1 million jobs in 2021. Even though, these numbers were lower than the pre-pandemic figures; the country's economy witnessed a significant growth in 2021 after the massive downturn during 2020. The sector is predicted to grow at an annual rate of 7.8% to Rs.33.8 lakh crore (US\$400 billion) by 2031 (7.2% of GDP). India has established itself as the 5th largest global travel healthcare destination with an estimated market size of around \$9 billion in 2019, out of the total global travel healthcare industry of \$44.8 billion(2019). In 2014, 184,298 foreign patients travelled to India to seek medical treatment. According to the Ministry of Tourism, over 6.19 million and 1.52 million foreign tourists arrived in India in 2022 and 2021 respectively compared to 10.93 million in 2019, representing a -44% degrowth. This makes India the 22nd most visited nation in the world and 8th in Asia and Pacific. In 2022.

About West Bengal

Located in Eastern India, the fourth most populous state in the country is widely considered the Melting pot of Cultures. Bordered by five different states, its capital Kolkata is often termed as the cultural capital of India. West Bengal offers a unique flavour to the richness of India with its synthesis of various languages, religions, customs, traditions, cuisines and lifestyle. Bound by the grandeur of the Himalayan ranges in the north and sweetened by the sea in the south, Bengal has everything a state needs to flourish. Nestled in a cosy cluster in the North, one of the most magnificent hill stations in the world, Darjeeling is often dubbed as the Queen of the Hills. Renowned for its tea plantations, Darjeeling tea is one of the most sought after in the world. Down south, Bengal boasts an extremely rich flora and fauna. With its broad network of rivers and geographical features, West Bengal is celebrated for having the largest mangrove forest in the world in the Sunderbans. Declared a UNESCO World Heritage site, the Sunderbans is universally acclaimed for housing globally endangered species such as the Royal Bengal Tiger. Apart from possessing some of the finest hill stations, Bengal also offers some of the best beach front locations. Places like Digha and Mandarmani are perfect getaways which offer pristine beaches and accommodation for every traveller.

After India gained independence from the British, Bengal played the most important role in emerging renaissance in the field of social, cultural, political and educational reforms. Reformers like Raja Ram Mohan Roy, Swami Vivekananda, Rabindranath Tagore and Netaji Subhas Chandra Bose were at the forefront of the freedom movement. West Bengal has also been a home to world famous figures like Mother Teresa who is described as a metaphor for selfless devotion and holiness by the Vatican. Satyajit Ray, the first academy award winner in India and winner of 32 National Film awards, changed the face of cinema around the globe. Rabindranath Tagore who won the Noble prize in 1913 and showcased Bengali Literature to the world.

Counting your Words Per Minute (WPM)

- ➔ Choose a Text: Select a passage to type. This can be anything from a book, an article, or website.
- ➔ Set a Timer: Use a timer to measure one minute. You can use a stopwatch, phone timer, or any other timing device.
- ➔ Start Typing: Begin typing the selected text as accurately and quickly as possible.
- ➔ Stop When Time's Up: Once the minute is over, stop typing immediately.
- ➔ Count the Words: Count the number of words you typed within the one-minute period.

Calculate WPM:

If you typed 50 words in one minute, your typing speed is 50 WPM. Don't forget to account for **any errors and subtract** those from your total count for a more accurate measure.

Example Calculation:

- You type a 200-word passage in 5 minutes.
- Divide the total word count by the time in minutes: $200 \text{ words} \div 5 \text{ minutes} = 40 \text{ WPM}$.
- Adjust for errors if any, to get your final WPM count.

Type Regularly any Paragraph EVERY DAY.

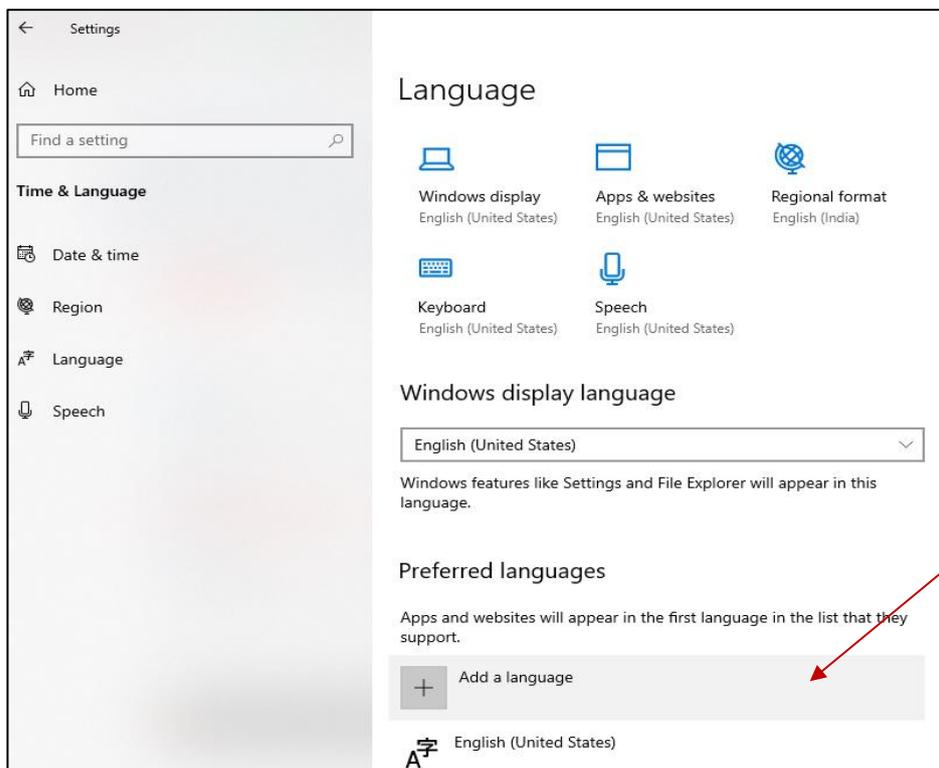
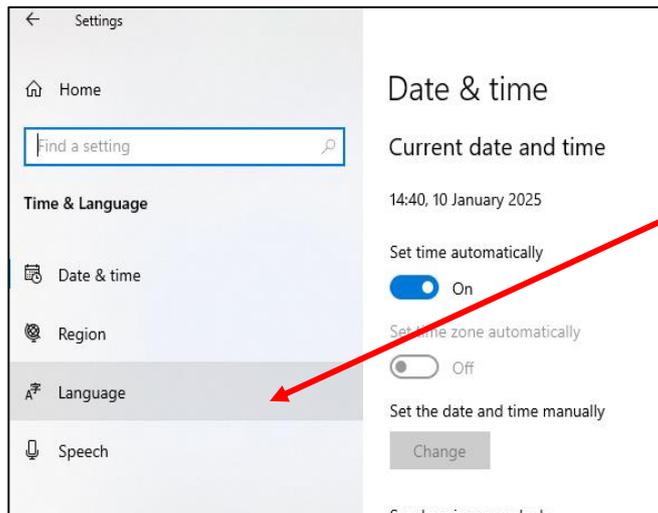
Chapter 2: Bengali Typing

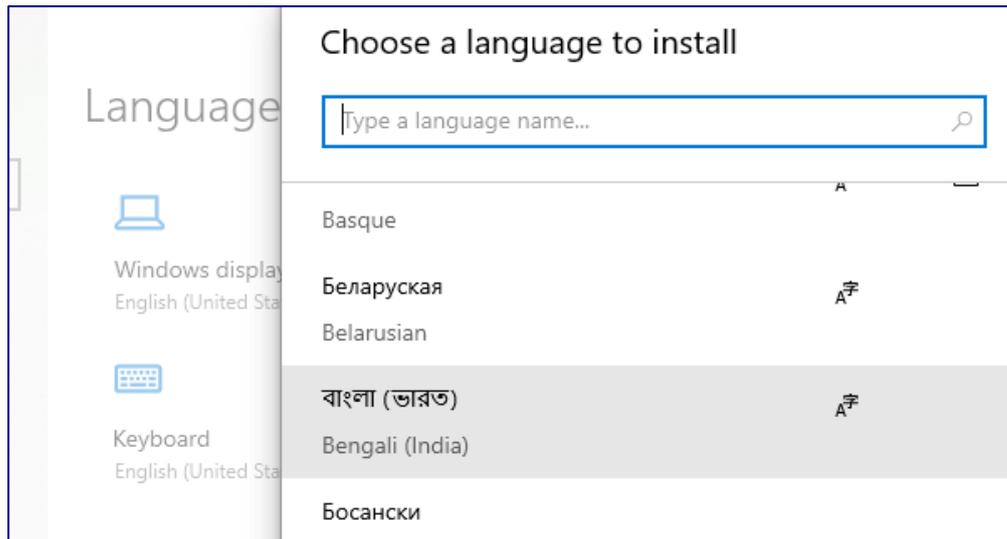
Layout in Window for Bengali

Install Bangla Language Pack & Keyboard in Windows 10 or 11

Click on the "Start" button,

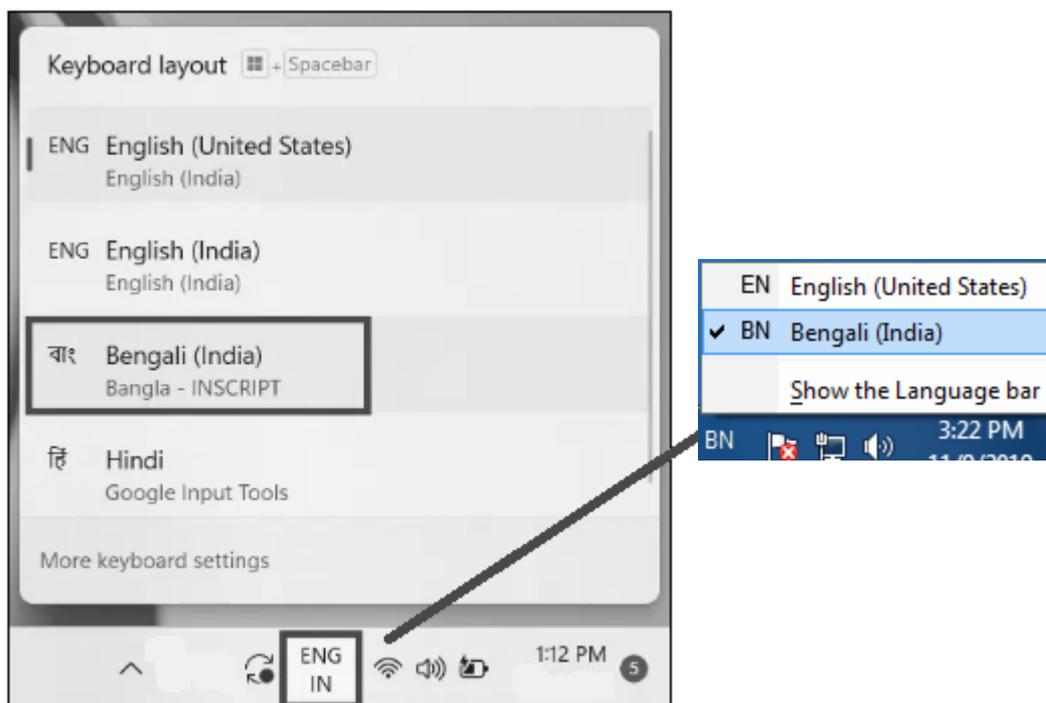
then select "Settings" -> "Time & Language" -> "Language & Region" - as shown in below image:





Now you can enable/activate Bengali In-script keyboard from language bar docked in task bar as shown in Image given below:

You can switch language from **English EN to Bengali BN** and again in English as you required.



Layout of Bengali Characters

Now Open the **Microsoft Word** → Select Layout **BN**

স্বরবর্ণ

অ → Shift + D

আ → Shift + E

ই → Shift + F

ঈ → Shift + R

উ → Shift + G

ঊ → Shift + T

ঋ → Shift + =

এ → Shift + S

ঐ → Shift + W

ও → Shift + A

ঔ → Shift + Q

ব্যঞ্জন বর্ণ

ক → k

খ → Shift + K

গ → j

ঘ → Shift + I

ঙ → Shift + U

চ → ;

ছ → Shift + ;

জ → p

ঝ → Shift + P

ঞ → Shift +]

ট → ‘

(Type single quote)

ঠ → Shift + “

ড → [

ঢ → Shift + [

ণ → Shift + C

ত → l (Small L)

থ → Shift + L

দ → o (Small O)

ধ → Shift + O

ন → v

প → h

ফ → Shift + H

ব → b

ভ → Shift + Y

ম → c

য → Shift + /

র → j

ল → n

শ → Shift + M

ষ → Shift + ,

স → m

হ → u

ড় → [+]

ঢ় → Shift + [+]

(Press the 2nd third bracket
without Shift)

য় → /

ৎ → Shift + J

ং → x

ঙ → _ (Underscore)

ঁ → Shift + x

Understanding the Keyboard and Matra and Conjugated Word

স্বরবর্ণ ব্যঞ্জনবর্ণ মাত্রা যুক্তাক্ষর শব্দ

- এই ভাবে গড়ো এবং লেখো

১। সংস্কৃতি

স + ং + স + ্ + ক + ্ + ত + ি

২। সমাজতান্ত্রিক

স + ম + া + জ + ত + া +

ন + ্ + ত্র + ি + ক

m c e p small L e v d small L d
j f k

৩। বাহ্যিক

ব + া + হ + ্ + য + ি + ক

- মাত্রাহীন শব্দ লেখো (Practice 2 times)

কল জল আম ঙ্গল

ফল শব টব সব

- মাত্রায়ুক্ত শব্দ লেখো (Practice 2 times)

লিচু বুদ্ধ জানুয়ারি তুমি

শিক্ষক পর্দা চশমা বাংলা

- যুক্তাক্ষর শব্দ লেখো (Practice 2 times)

স্বরবর্ণ সরঞ্জাম রিক্সা স্বামী

রেন্ডোরাঁ ব্যক্তিত্ব ঈশ্বরচন্দ্র জ্ঞানবিজ্ঞান

- বাক্য রচনা (Practice 3 times)

যুব কম্পিউটার প্রশিক্ষণ কেন্দ্র। আমার নাম ,

এই দেশাত্মবোধক গানের গীতিকার সুরকার শ্রী দ্বিজেন্দ্রলাল রায়।

ধন ধান্য পুষ্প ভরা, আমাদের এই বসুন্ধরা ,

তাহার মাঝে আছে দেশ এক সকল দেশের সেরা

পুষ্পে পুষ্পে ভরা শাখী, কুঞ্জে কুঞ্জে গাহে পাখি,

গুঞ্জরিয়া আসে অলি, পুঞ্জে পুঞ্জে ধেয়ে

র্-ফলা → Key + (্) + র

য্-ফলা → Key + (্) + য

ি → f ী → r

া → e ে → s

ো → a

ু → g ূ → t

্ → =

ৈ → w ৌ → q

্ (হসন্ত) → d

। (দাঁড়ি) → Shift + >

জ্ঞ → জ + ্ + ঞ or Shift+5

ত্র → ত + ্ + র or Shift+6

ক্ষ → Shift + 7

Practice Bengali Layout as mentioned for Practice

্ (হসন্ত) → d

র্-ফলা → Key + (্)+র

য্-ফলা → Key + (্)+য

ি → f ী → r

া → e ে → s

ো → a

ু → g

ূ → t

্ → =

ৈ → w

ৌ → q

। (দাঁড়ি) → Shift + >

জ্ঞ → জ+্+ঞ or Shift+5

ত্র → ত+্+র or Shift+6

ক্ষ → Shift + 7

Shifted



Unshifted

