



Efficient Keyboard Typing

Tips and Tricks to Boost Productivity

Unlocking the Power of Your Fingers



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Why Need Typing Skill?



If not have,

- Reduced Productivity
- Increased Errors
- Poor Time Management
- Physical Discomfort
- Difficulty in Collaboration
- Lower Employability

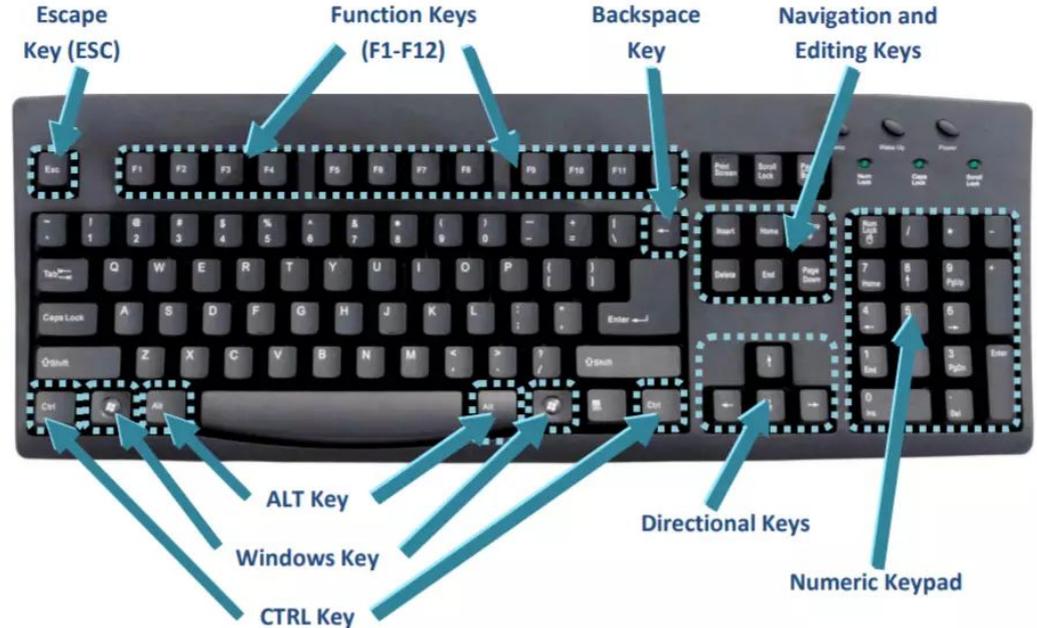
Benefits of Good Typing Skill: As a CSE Student

- Increased Productivity
- Improved Accuracy
- Better Focus
- Reduced Fatigue
- Improved Communication
- Competitive Advantage



Anatomy of a Keyboard

- Function Keys
- Modifier Keys
- Enter Key
- Backspace Key
- Space Bar
- Arrow Keys
- Numeric Keypad

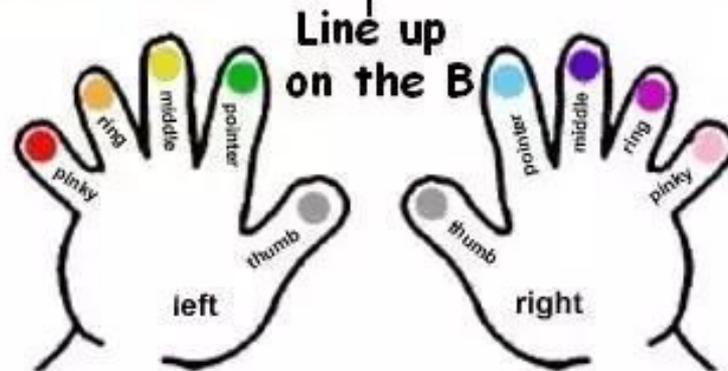


Typing Techniques

- Two Finger Typing
- Hunt and Peck
- Touch Typing



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1. Thumb
 2. Index Finger
 3. Middle Finger
 4. Ring Finger
 5. Little Finger

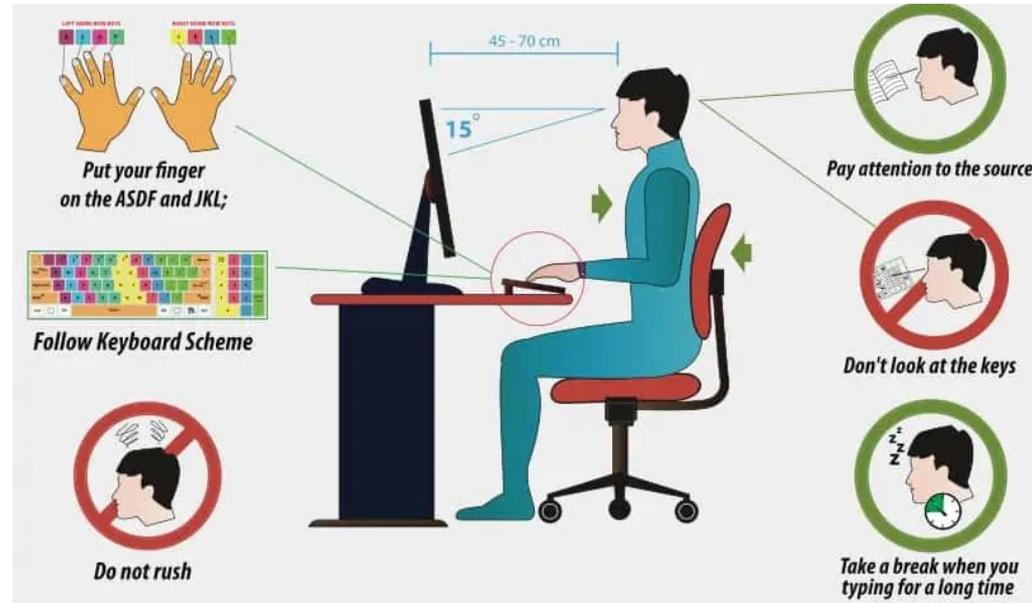






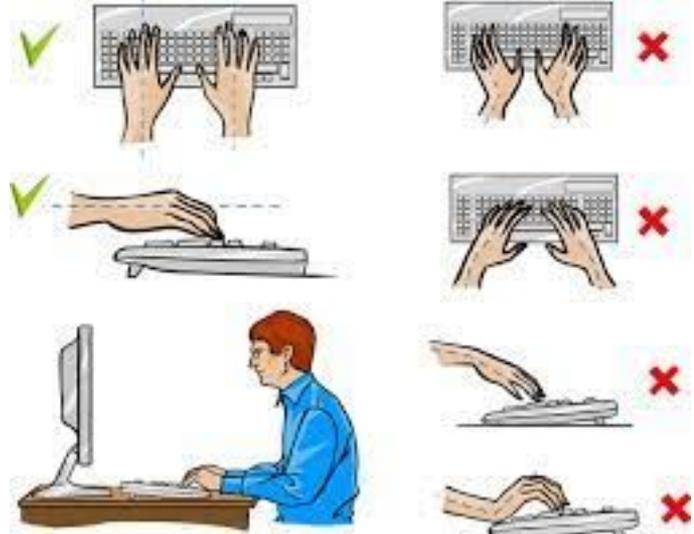
Proper Hand Placement

- Proper sitting posture
- Position the keyboard
- Place your hand and fingers
- Rest your thumbs
- Keep your wrists straight
- Maintain a light touch
- Avoid looking at the keyboard



Common Typing Mistakes

- Misspelling words
- Incorrect finger placement
- Incorrect use of shift key
- Typing the wrong keys
- Not using the spacebar
- Typos
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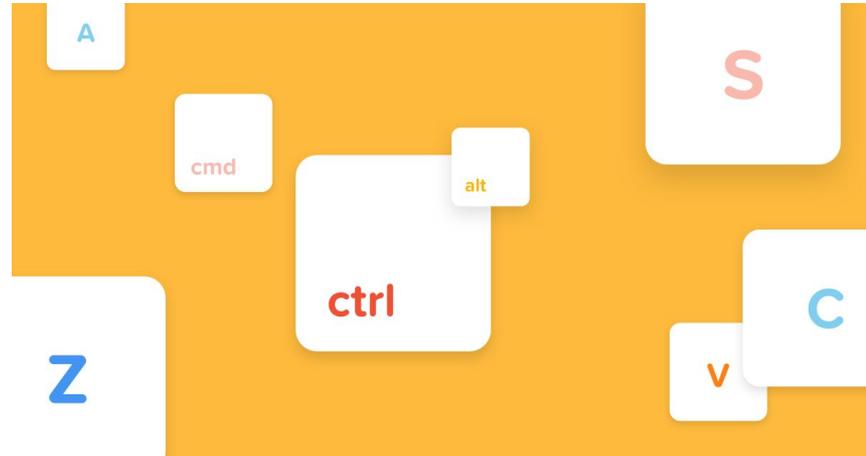


Typing Speed and Accuracy



Keyboard Shortcuts

- **Ctrl + C:** Copy selected text
- **Ctrl + V:** Paste copied text
- **Ctrl + X:** Cut selected text
- **Ctrl + A:** Select all text in a document
- **Ctrl + Z:** Undo the last action
- **Ctrl + Y:** Redo the last undone action
- **Ctrl + F:** Find text in a document
- **Ctrl + S:** Save the current document
- **Ctrl + N:** Open a new document
- **Alt + Tab:** Changing window
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- **F5:** Refresh
- **F9:** Codeblocks Run
- **F2:** Codeblocks Logs





Tools and Resources

Keyboard: [Avro Keyboard](#)

Test Your Skill & Practice:

<https://www.nitrotype.com/>

[TypeRacer - Play Typing Games and Race Friends](#)

[SpeedCoder Race | Multiplayer Code Typing Game](#)

[TypingMaster 11 - The Best Typing Tutor for Windows](#)

Any Question?



