

Name _____

OBJECTIVE 1.04

Numeric Keypad

Touch Typing (Slide 3)

- **Touch Typing** – also known as the _____ method of keyboarding, is the ability to type without _____ at the keys on the keyboard

The Numeric Keypad (Slide 4)

- **Numeric Keypad** – keys at the right side of the keyboard, used to enter _____ and perform _____
- **Num Lock** – key that must be _____ in order to use the numeric keypad

Finger Position (Slide 6)

- **Home Row keys** – the row of keys on the keyboard on which your fingers _____ when not typing
- 4, 5, 6, Enter, 0

Finger Position (Slide 7)

- Home Row Keys – _____
- The right _____ finger rests on the _____
- The right _____ finger rests on the _____
- The right _____ finger rests on the _____
- The right _____ finger rests on the _____ key
- The right _____ rests on the _____ key

The Numeric Keypad (Slide 8)

- Right Index Finger
 - Controls the _____ and Num Lock key
- Middle Index Finger
 - Controls the _____ and / keys
- Right Ring Finger
 - Controls the _____ and * keys
- Right Little Finger
 - Controls the _____ and _____ keys
- Right Thumb
 - Controls the _____ key
- Commas are _____ into a document at a later time.
 - When you type 1,234 – Only strike the _____ and _____ keys

Math Operations (Slide 8)

- **Plus Sign (+)**: used to _____ numbers (_____ or total).
- **Dash Sign (-)**: used to _____ numbers (_____).
- **Asterisk Sign (*)**: used to _____ numbers (_____).
- **Diagonal Sign (/)**: used to _____ numbers.