Typing quiz

Level A

1. When typing on a computer keyboard, your head should be ...
   A) tilted slightly forward
   B) erect
   C) to one side

2. When typing, you should hold your elbows ...
   A) away from your body
   B) close to your body
   C) however you like

3. On the QWERTY keyboard, the £ sign is on the same key as ...
   A) the number 3
   B) the number 7
   C) the number 4

4. The QWERTY keyboard has the same key layout as a traditional typewriter. True or false?
   A) True
   B) False

5. When touch typing, you type the letter H by using ...
   A) the index finger on your left hand
   B) the index finger on your right hand
   C) the middle finger of your left hand

6. When touch typing, you type the letter G by using ...
   A) the index finger on your left hand
   B) the index finger on your right hand
   C) the middle finger of your left hand

7. While using a computer at work, your employer has no responsibility for your safety while using the keyboard. True or false?
   A) True
   B) False
Typing quiz

8. In touch typing, you type the letter E by using ...
   A) the middle finger of your right hand
   B) the middle finger of your left hand
   C) the index finger of your right hand

9. When typing an email address, a symbol you generally need is ...
   A) +
   B) ~
   C) @

10. The best way to learn to type is to ...
    A) just start using the keyboard
    B) regularly practise using the correct keys for touch typing
    C) start off using one or two fingers and build up to using more fingers
Typing quiz

Level B

1. Where are the letters on a computer keyboard?
   A) on the right
   B) on the left
   C) in the centre

2. Where is the question mark on the keyboard?
   A) to the right of the letters on the keyboard
   B) to the left of the letters on the keyboard
   C) on the top row of the keyboard

3. True or false: The cursor is a flashing horizontal line?
   A) True
   B) False

4. True or false: When typing on a computer, your text will appear above the flashing cursor?
   A) True
   B) False

5. What does the shift key do?
   A) It lets you type capital letters only
   B) It lets you type symbols only
   C) It lets you type capital letters and symbols

6. Where is the shift key on the keyboard?
   A) On the right of the keyboard
   B) On the left of the keyboard
   C) On the left and the right of the keyboard

7. The symbol / below the question mark on the keyboard is called ...
   A) a backward slash
   B) a forward slash
   C) a slant
Typing quiz

8. Brackets can be found on the same keys as the numbers ...
   A) 1 and 2
   B) 7 and 8
   C) 9 and 0

9. The symbol ‘&’ means the same as 'and' and is called the ...
   A) ampersand
   B) addition
   C) as well

10. The percentage symbol is above the number ...
    A) 5
    B) 4
    C) 3
Typing quiz

Level C

1. When typing a web address, which letter generally appears 3 times?
   A) a
   B) w
   C) s

2. Where would you find the exclamation mark on the keyboard?
   A) above the hyphen -
   B) below the plus + sign
   C) Above the number 1

3. The symbol $ above the number 4 on the keyboard is ...
   A) a dollar sign
   B) a euro sign
   C) a yen sign

4. True or false: The punctuation mark " is used to show direct speech or a quotation.
   A) True
   B) False

5. Which sign shows that something is equal?
   A) &
   B) =
   C) £

6. True or false? The spell and grammar check on the computer helps you proofread your typing.
   A) True
   B) False

7. Each letter, number or symbol you type is called a ...
   A) symbol
   B) mark
   C) character
Typing quiz

8. The computer displays the number of words you have typed.
   A) True  
   B) False 
   C) Maybe

9. **This question is written in italic font.** True or false?
   A) True  
   B) False

10. True or false? **Underlining looks like this.**
    A) True  
    B) False
Typing quiz

Answers

Level A

1. When typing on a computer keyboard, your head should be ...

   The correct answer is: B. When using a computer, you should sit upright with your head erect to prevent neck strain.

2. When typing, you should hold your elbows ...

   The correct answer is: B. The correct posture when typing is to keep your elbows close to your body.

3. On the QWERTY keyboard, the £ sign is on the same key as ...

   The correct answer is: A. Above the number 3. To type the £ sign, you need to hold down the shift key first and then press this key.

4. The QWERTY keyboard has the same key layout as a traditional typewriter. True or false?

   The correct answer is: A. True. The QWERTY keyboard is the most common keyboard layout, used for typewriters as well as for computer keyboards.

5. When touch typing, you type the letter H by using ...

   The correct answer is: B. The index finger (the finger next to your thumb) moves one key to the left.

6. When touch typing, you type the letter G by using ...

   The correct answer is: A. The index finger (the finger next to your thumb) moves one key to the right.
Typing quiz

7. While using a computer at work, your employer has no responsibility for your safety while using the keyboard. True or false?

   The correct answer is: B. There are various health problems associated with the regular use of computers. For this reason, employers must be aware of the regulations surrounding computer health and safety.

8. In touch typing, you type the letter E by using ...

   The correct answer is: B. The middle finger of your left hand is the easiest to use when your fingers are on the home keys.

9. When typing an email address, a symbol you generally need is ...

   The correct answer is: C. The @ sign means 'at' and is normally in an email address.

10. The best way to learn to type is to ...

    The correct answer is: B. If you want to learn to touch type, it is best to practise using all the correct fingers from the beginning so that typing becomes automatic.
Typing quiz

Level B

1. Where are the letters on a computer keyboard?
   The correct answer is: C. The letters are in the centre of the keyboard.

2. Where is the question mark on the keyboard?
   The correct answer is: A. The question mark is above the forward slash symbol to the right of the letters on the keyboard.

3. True or false: The cursor is a flashing horizontal line?
   The correct answer is: B. False. The cursor is a flashing vertical (upright) line.

4. True or false: When typing on a computer, your text will appear above the flashing cursor?
   The correct answer is: B. False. When you type on a computer, the flashing cursor points to where your text will appear.

5. What does the shift key do?
   The correct answer is: C. If you hold the shift key down, it allows you to type both capital letters or symbols.

6. Where is the shift key on the keyboard?
   The correct answer is: C. There is a shift key on the left and on the right side of the keyboard.
Typing quiz

7. The symbol / below the question mark on the keyboard is called ...

   The correct answer is: B. The forward slash or forward stroke is a punctuation mark, found on the same key as the question mark.

8. Brackets can be found on the same keys as the numbers ...

   The correct answer is: C. Brackets are punctuation marks found on keys above the numbers 9 and 0.

9. The symbol ‘&’ means the same as 'and' and is called the ...

   The correct answer is: A. The punctuation mark ‘&’ means the same as 'and' and is called the ampersand.

10. The percentage symbol is above the number ...

    The correct answer is: A. The percentage symbol % is on the same key as the number 5.
Typing quiz

Level C

1. When typing a web address, which letter generally appears 3 times?

   The correct answer is: B. Most web addresses start with www, which stands for the 'world wide web'.

2. Where would you find the exclamation mark on the keyboard?

   The correct answer is: C. The exclamation mark ! is above the number 1 on the top left hand side of the keyboard.

3. The symbol $ above the number 4 on the keyboard is ...

   The correct answer is: A. The symbol $ is used for dollars, which is the currency of the United States of America.

4. True or false: The punctuation mark " is used to show direct speech or a quotation.

   The correct answer is: A. True. The speech marks " can be found above the number 2 on the computer keyboard.

5. Which sign shows that something is equal?

   The correct answer is: B. The equal sign = can be found below the plus + sign on the computer keyboard.

6. True or false? The spell and grammar check on the computer helps you proofread your typing.

   The correct answer is: A. True. When word processing on a modern computer, it is useful to check for errors using the spell and grammar check.
Typing quiz

7. Each letter, number or symbol you type is called a ...

   The correct answer is: C. Whenever you type a letter, number or symbol it is called a character.

8. The computer displays the number of words you have typed.

   The correct answer is: C. The computer displays the number of words in a document. If there are words already in the document, you will need to highlight the new words to check the number you have typed.

9. **This question is written in italic font.** True or false?

   The correct answer is: B. False. **This font is bold.** *Italics looks like this.*

10. True or false? **Underlining looks like this.**

    The correct answer is: A. True. Underlining is a computer function which makes your text stand out.