

电脑打字教程

—— 电脑操作员(打字员)技术等级培训、考核教材

何德耀 主编

中山大学出版社



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前 言

电脑打字属于技术工种。随着办公技术的进步,陈旧的机械式打字机已被新的电子打字机或电脑所取代。现在,许多单位的打字员实际上是一定级别上的电脑操作员,他们从事电脑打字、文件编辑、文档管理、复印和其他办公室工作。由于他们的工作内容不相同,要求掌握的电脑技术水平也不相同,对他们培训和考核也应该有级别的差异。本书是作者根据在培训电脑打字员的实践中所积累的经验,并参考了大量的有关资料,给高、中、初级电脑打字员编写的培训考核教材。

本书第一章至第七章是实用培训教材,第八章、第九章是复习题和考核定级标准。作为考核定级标准,初、中、高级之间应该划分得很清楚,不能互相混淆。因此,考核定级标准部分对不同的级别提出了不同的要求。但作为教材,其内容则不可分割,且应该有连贯性,按初、中、高级的顺序,前者是后者的基础。各个培训班可以根据实际情况选材,决定需要讲授和要求学员掌握的课程内容。

本教材的重点内容是汉字输入法和文字处理软件的使用方法。汉字输入法选择了五笔字型和自然码,字处理软件选择了 WPS 和 CCED。五笔字型在目前仍然是最为广泛使用的汉字输入法。自然码是比较先进的汉字输入法,对于汉语拼音基础比较好的人特别有利。WPS 是最为普及的字处理软件,而 CCED 则有较强的制表功能。

本书经广东省机关事业工人技术等级岗位考核机构审定,被指定为全省统一使用的教材,用于机关事业单位电脑操作员(打字员)技术等级岗位考核的业务技术培训。

由于作者水平和时间的关系,本教材在选材或处理方式方面,也许还会存在这样或那样的不足之处,希望培训班的同志在使用过程中提出宝贵意见,以便修正,使其更加完善。

编 者

1995 年 2 月

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第一章 指法训练基础

对于电脑操作员和电脑打字员,指法训练是一切的基础。所有的计算机命令,所有的中、英文文件都是用键盘打入的。

学习电脑打字首先要记住 26 个字母键、空格键、回车键、大、小写转换键的分布位置。对于打字员是不准用眼睛看着键盘打字的,大家要从开始养成好的习惯。一个好的打字员,键盘已经成了他(她)的手的延伸,是他(她)身体的一部分。击键的动作完全是凭感觉的,下意识的。

初学者做本章练习时要在关机状态下进行。这样可以避免电脑显示对学员的影响,将全部注意力集中到记忆键盘位置,体会手指用力方式。有一定基础的学员可以在编辑状态下进行,或者用指法软件进行。

第一节 正确的打字姿势

1. 坐 势

座位的高低要适当,双脚自然平行踏地,腰要挺直,全身自然放松。打字前最好做一下深呼吸,意识先“守”一会小腹,再慢慢移动到双手,同时将双手放在键盘上,同时暗示自己要开始打字,进入状态了。

2. 定位键

“ASDFJKL;”:这八个键称为定位键。其中左手小指、无名指、中指、食指分别定位于[A][S][D][F]键;右手食指、中指、无名指、小指分别定位于[J][K][L];键,左右手大拇指轻轻落在空格键上。在未击键时,双手手指轻轻放于定位键上,准备随时击键。在完成击键后,因击键需要移开的手指要迅速回到定位键,准备下一次击键。各个手指对键位的分工如图 1-1 所示。图中的次指即无名指。注意:手指应该是垂直放在定位键上,这样才能保证击键时手指的运动方向是由上到下。初学者容易犯的毛病是把手指斜放着。

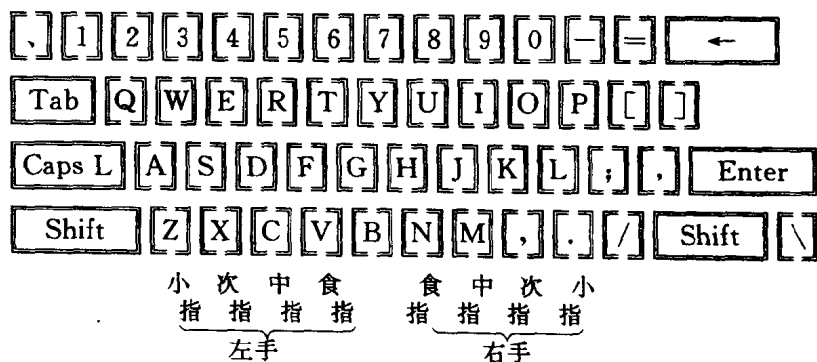


图 1-1 手指对键位的分工

3. 击键要领

击键动作要有弹性,有节奏。初学者千万不能看键盘,要用手感觉各键的位置,判断准确,迅速一击,回到原位。

第二节 打字指法练习

熟记键盘,眼睛不能看键盘,也不能看屏幕,只能看原稿。初学者最好在关机状态下进行练习。

1. 定位键、空格键和回车键练习

8个定位键[A][S][D][F][J][K][L];位于键盘第二排。初学打字时一定要认真学好这8个字键的指法,因为它是学打字的基础,首先将两手的8个手指轻轻地放在定位键上(两个大拇指轻轻地按在空格键上),左手小指按在A键,无名指按S键,中指按D键,食指按F键,右手食指按J键,中指按K键,F无名指按L键,小指按;键,左右手的大拇指按空格键。任一手手指击键时,其它手指不能动。打完一组字母后用大拇指击空格键,打完一行后用右手小指击回车键。

打字时要掌握节奏。特别是两只手的小指,初学者会感到很费劲,要多加练习。

aaaa ssss dddd ffff jjjj kkkk llll ; ; ; ; ; ; ; ; ; ; aaaa ssss dddd ffff jjjj kkkk
llll ; ; ; ; aaaa ssss dddd ffff jjjj kkkk llll ; ; ; ; ; ; ; ; ; ; aaaa ; ; ; ; llll ll-
lls llls ls ls ls lass jf jla jkds kkkk kal s sa as as as kl la jasd sad sad
asdasdf; lkj asdf;lkj asdf;lkj asdf;lkj asdf;lkj asdf;lkj asdf;lkj asdf;
lkj dkdk fjfj dkdk fjfj dkdk fjfj dkdk fjfj dkdk fjfj dkdk fjfj dkdk fjfj a ;
a ; slsl a;a; slsl a;a; slsl a;a; slsl a;a; slsl a;a; slsl a;a; slslas;l as ;
l as;l as;l as;l as;l as;l as;l as;l as;l as;l as;l as;l as;l as;l aksj aksj
aksj aksj aksj aksj aksj aksj aksj aksj aksj aksj aksj

dlf; dlf; dlf; dlf; dlf; dlf; dlf; dlf; dlf; dlf; dlf; dlf; dlf; adjl
adjl adjl adjl adjl adjl adjl adjl adjl adjl adjl adjl adjl adjl sfk; sfk; sfk;
sfk; sfk; sfk; sfk; sfk; sfk; sfk; sfk; sfk; sfk; dalj dalj dalj
dalj dalj dalj dalj dalj dalj dalj dalj dalj dalj fs;k fs;k fs;k fs;k fs;
k fs;k fs;k fs;k fs;k fs;k fs;k fs;k fs;k fs;k

afj; afj; afj; afj; afj; afj; afj; afj; afj; afj; afj; afj; afj; dslk dslk
dslk dslk dslk dslk dslk dslk dslk dslk dslk dslk dslk asla asla
asla asla asla asla asla asla asla asla asla asla ask dad ask dad
ask dad ask dad ask dad ask dad ask dad ask dad sad lad sad
lad sad lad sad lad sad lad sad lad sad lad sad lad

all fad all fad all fad all fad all fad all fad all fad all fad all fad lass fall
lass fall lass fall lass fall lass fall lass fall lass fall lass fall salad flask aslad

hall; a hag; a hag lags; a half; a gas hall; a hag; a hag; a hag
rrrr rrrr tttt tttt yyyy nnnn bbbb bbbb vvvv mmm uuuu uuuu rrrr tttt
bbbbvvvv nnnn mmmm us us us just just just just as as mn mn mn
mn mb mb mb mv mv nb bn gh fh vr vr my my my my my mysn mysn
bfkk kkk ab ab ab ba ba ba bl bla balvn vn mj mj us us ru run run run
ruu run fv fn fmnh ga gv br fb yf yt yt yt ty ty yt yt hg yt rm rm nt nt
nt nt nt uv ub ub ub ntttt yyyy tttt yyyy tttt yyyy tttt yyyy tttt yyyy
tttt yyyy tttt yyyy rtuy rtuy rtuy rtuy rtuy rtuy rtuy rtuy rtuy
rtuy rtuy rtuy ruuytryu tryu tryu tryu tryu tryu tryu tryu tryu tryu
tryu tryu tryu tryuruty ruty ruty ruty ruty ruty ruty ruty ruty ruty
ruty ruty ruty ruty

tury tury tury tury tury tury tury tury tury tury tury tury tury tury tury tury
aydug aydug aydug aydug aydug aydug aydug aydug aydug aydug aydug ay-
dug aydughrkt hrkt hrkt hrkt hrkt hrkt hrkt hrkt hrkt hrkt hrkt hrkt hrkt
hrkt hrkt rjtlr rjtlr rjtlr rjtlr rjtlr rjtlr rjtlr rjtlr rjtlr rjtlr rjtlr-
sufy ysufy ysufy ysufy ysufy ysufy ysufy ysufy ysufy ysufy ysufy ysufy
fy

art yak art yak art yak art yak art yak art yak art yak art yak
tar rug tar rug tar rug tar rug rat rug rat rug rat rug rat rug
dust yard dust yard dust yard dust yard dust yard dust yard dust
yarddrug hard drug hard drug hard drug hard drug hard drug hard
drug hard rust taut rust taut rust taut rust taut rust taut rust
rust taut

tatty hasty tatty hasty tatty hasty tatty hasty tatty hasty
harry dusky harry dusky harry dusky harry dusky harry dusky harry
dusky taught august taught august taught august taught august
taught augusta dusty flask;a dusty flask;a dusty flask;a dusty flask;
a dusty flask;haa fast hart darts; a fast hart darts; a fast hart darts;
a fast harthyg

3. 加入 W E X C I O , . 键

这些键是由中指和无名指击打,无名指不太灵活初学者要注意。

```

www www www www www xxxx xxxx xxxx xxxx
xxxx oooo oooo oooo ,,, ,,, ,,, ,,, eeee eeee eeee eeee iiii iiii i-
iii iiii iiii iiii son son son son son monday monday mondayh monday

```

monday monday monday go go go , , , , , we do
 not want want to go there we do not want want monday monday us
 my son my son root root verb verb verb verb verb root rfoot kill kill
 kill kill kill for for for for for for we do boss boss boss boss crose
 corse of of for be be fbe fbe be be be be be open open on on wrong
 wrong wrong wrong wrong wrong wrong wrong wrong wrong wrong
 wrong wrong

www www www www www xxxx xxxx xxxx xxxx xxxx
 xxxx oooo oooo oooo , , , , , , , , , , , eeee eeee eeee eeee iiii iiii i-
 iiii iiii iiii iiii son son son son son monday monday mondayh monday
 monday monday monday go go go , , , , , we do not
 want want to go there we do not want want monday monday us my
 son my son root root verb verb verb verb verb root rfoot kill kill kill
 kill kill for for for for for for we do boss boss boss boss crose corse
 of of for be be fbe fbe be be be be be open open on on wrong wrong
 wrong wrong wrong wrong wrong wrong wrong wrong wrong wrong
 wrong

4. 加入Q Z P键

这几个键都是由小指击打。小指是最不灵活的,初学者会觉得特别不容易控制其击键动作,要通过多练习慢慢习惯。

qqqq qqqq qqqq zzzz zzzz pppp qqqq qqqq pppp qp qp qp pq pq pq qp
 qqqqpppp pppp qqqq zzzz p[ppp pppp qqqq zzzz pq qp qpz qpz pqp zpp-
 pq qpzp pqp zppqzoo zoo zoo pig pig pass pass quit quit quit quit quit
 please please please please please please please open not not not very
 good very good so so so so so xyz xyz xyz xyz xyz zoo altogether alto-
 gether altogether so qpz pqp pqp zp zp zpp zp anotr autoexec. bat au-
 toexec. bat autoexec. bat autoexec. bat wps. wps wps. wps fos p zp zp
 DIR DIR COPY COPY MKDIR MKDIR FORMAT FORMAT DISKCOPY
 DISKCOPY CD CD PATH PATH REN REN DEL DEL BACKUP BACKUP
 RESTORE RESTORE SYS CLS CLS DATE DATE VER VER VOL TYPE
 TYPE XCOPY XCOPY WPS CCED DOS DISK FOXPRO FOXBASE DBASE
 CCDOS CCDOS SPDOS UCDOS PCTOOLS PCTOOLS LOUTUS LOUTUS
 BASIC BASIC CURRENT DATE IS (MM-DD-YY) Enter NEW DATE
 THE IBM PERSONAL COMPUTER DOS VERSION 2.10 COPYRIGHT IBM
 CORP ESC Ctrl Ctrl NUM LOCK PRTXSC Shift AltF1 F2 F3 F4

BACKSPACE PAGE UP PAGE DOWN HOME END NUMLOCK PGUP
PGDN TabPAUSE PAUSE SCROLLLOCK PRINTSCREEN

5. 加入上下档转换键[Shift]

如果一个键上有两个符号,同时按[Shift]和该键可以得到上面的符号,如果是字母键就得到大写。[Shift]键的击键方法是:如果左手击符号键,那么用右手的小指先按住右[Shift]键,左手击键完成后,右手小指回位。如果右手击符号键,那么用左手的小指先按住左[Shift]键,右手击键完成后,左手小指回位。

BadCommand or file name	Not ready error. reading drive A
Abort, Retry, Ignore?	Abort edit (Y/N)?
Invalid parameter	Invalid parsmeter
Invalid drive specification	Insert new diskette for drive A:
and strike Enter when ready	Drive not ready
Format failure	Format another (Y/N)?
Invalid parameter	Do not specify filename(s)
Communication buffer ocverflow	Invalid drive specification
Invalid directory	Unable to create directory
Bad file mode	Bad file name
Bad or missing Command Interpreter	Bad record number
Bad unit	Batch file missing
Break	Can' t continue
Cannot CHDIR to root	Cannot edit
Cannot execute FORMAT	Cannot find system files
Compare OK	Comparing tracks
Copy another diskette	Current drive is no longer valid
Data record too large	Device fault
Device I/O error	Device unavailable
Direct statement in file	Disk boot failure
Disk error reading drive x	Disk error writing drive X
Disk full	Disk full, Edits lost
Disk media error	Disk not ready
Disk unsuitable for system disk	Disk write protect
Diskettes compare OK	Division by zero
Drive not ready error	Duplicate definition
Duplicate filename or File not found	Enter Primary file name
EOFmark not found	Error loading operation system

Error reading fixed disk	EXEC failure
File already exists	File already open
File cannot be copied onto itself	File creation error
File not found	Field overflow
Format another disk?	Formatting
Formatting while copying	General failure
Illegal function call	Incompatible system size
Incorrect DOS version	Input past end
Insert SOURCE diskette in drive A	Insufficient disk space
Insufficient memory	Internal error
Invalid characters in volume label	Invalid COMMAND.COM in drive A
Form at failure	Invalid number of parameters
Invalid parameter	Invalid parameter
Invalid path	Label not found
Line buffer overflow	Line too long
Missing operand	Missing operating system
NEXT without FOR	No directory or directory not empty
No paper	No resume
Out of data	Out of memory
Out of paper	Out of string space
Overflow	Read fault
Recoverable error	RETURN without GOSUB
Sector not found	Seek
String formula too complex	String too long
Subscript out of range	Syntax error
System transferred	Insert FIRST diskette in drive A
Terminate batch job	Time out
Too many files	Type mismatch
Unable to write BOOT	Undefined line number
Undefined user function	Unprintable error
Write fault	Write protect
Invalid drive specification	No subdirectories exist
Cannot load COMMAND, system halted	
Command Format; DISKCOPY d:d:[/1]	
Specified drive does not exist, or is nonremovable	

Invalid path,not directory,or directory not empty
 File cannot be copied onto itself 0File(s)copied
 Insufficient disk space 0 file(s) copied
 Attempted write protect violation
 Insert DOS disk in X and strike any key when ready.
 Insert new diskette for drive X and strike Enter when redy
 Invalid media or track 0 bad—disk unusable
 No room for system on destenation disk
 Non—System disk or disk error,Replace and strike and key when ready.
 Not ready error reading drive X,Abort,Retry Ignore?
 Target diskette write protected,Correct,then strike anaad key
 Write protect error writing drive X,abort Retry,Ignore?

6. 数字键 1234567890-= 键

数字键离定位键较远,手指要充分伸展开,击键要准确,回位要准确。

1111 1111 2222 4444 5555 3333 6666 9999 8888 5555 7777 5555
 123456789 123456789 123456789 123456789 123456789 123456789
 987654321 987654321 987654321 987654312

7. 综合练习

做完上面的练习,双手对键盘应该有了良好的感觉。对“盲打”也习惯了。现在可以进入编辑状态做完下面的练习:

Custom has not been commonly regarded as a subject of any great moment. The inner workings of our own brains we feel to be uniquely worthy of investigation, but custom, we have a way of thinking, is behaviour at its most commonplace. As a matter of fact, it is the other way around. Traditional custom, taken the world over, is a mass of detailed behaviour more astonishing than what any one person can ever evolve in individual actions, on matter how aberrant. Yet that is a rather trivial aspect of the matter. The fact of first-rate importance is the predominant role that custom plays in experience and in belief, and the very great varieties it may manifest.

No man ever looks at the world with pristine eyes. He sees it edited by a definite set of customs and institutions and ways of thinking. Even in his philosophical probings he cannot go behind these stereotypes; his very concepts of the true and the false will still have

reference to his particular traditional customs. John Dewey has said in all seriousness that the part played by custom in shaping the behaviour of the individual as over against any way in which he can affect traditional custom, is as the proportion of the total vocabulary of his mother tongue over against those words of his own baby talk that are taken up into the vernacular of his family. When one seriously studies the social orders that have had the opportunity to develop autonomously, the figure becomes no more than an exact and matter-of-fact observation. The life history of the individual is first and foremost an accommodation to the patterns and standards traditionally handed down in his community. From the moment of his birth the customs into which he is born shape his experience and behaviour. By the time he can talk, he is the little creature of his culture, and by the time he is grown and able to take part in its activities, its habits are his habits, its beliefs his beliefs, its impossibilities his impossibilities. Every child that is born into his group will share them with him, and no child born into one on the opposite side of the globe can ever achieve the thousandth part. There is no social problem it is more incumbent upon us to understand than this of the role of custom. Until we are intelligent as to its laws and varieties, the main complicating facts of human life must remain unintelligible.

The study of custom can be profitable only after certain preliminary propositions have been accepted, and some of these propositions have been violently opposed. In the first place, any scientific study requires that there be no preferential weighting of one or another of the items in the series it selects for its consideration. In all the less controversial fields like the study of cacti or termites or the nature of nebulae, the necessary method of study is to group the relevant material and to take note of all possible variant forms and conditions. In this way we have learned all that we know of the laws of astronomy, or of the habits of the social insects, let us say. It is only in the study of man himself that the major social sciences have substituted the study of one local variation, that of Western civilization.

Anthropology was by definition impossible as long as these distinctions between ourselves and the primitive, ourselves and the bar-