

Keyboarding Final Exam Study Guide

The Keyboarding Final Exam will consist of 5 parts. Each part is worth 20 points for a total of 100 points.

Part I: Matching – keys used and correct fingers

Prepare by knowing what finger is used for all keys, including the numbers and symbols, but only 20 keys will be chosen for you to matchup. This section will be completed on a scantron sheet.

Part II: Multiple choice – Shortcuts and formatting

Know all shortcuts and terminology used in class. Know how to open, close, edit and format Microsoft Word documents. In addition to shortcuts you will need to know how to change margins, change page orientation, insert a header/footer, page numbers & know the default settings.

Part III: 3 minute timed writing & technique

1/2 point for every word typed per minute (i.e. 40 gwam = 20/20, 30 gwam = 15/20). 1 point will be deducted for every error or sign of improper technique: using incorrect fingers, eyes on keyboard, feet not flat on the floor and not sitting up straight. You will be assigned a timing to complete in class, print and turn in. Within the time limits of the class, you can complete the timing as many times as you like until you get your best score.

Part IV: Table assignment

Insert and create a table based on given directions.

Part V: Memo & Letter assignment

Type a memo and letter using the correct business format.

You will be given the entire exam period, 1 hour 30 minutes, to complete all 5 sections.

****As a review, on the back side of the paper list all 26 keys, 10 number keys, comma, period, question mark and semi colon (total of 40), and the correct finger for each key. Additionally list the command used for all 26 letters, the 3 line spacing commands and F7. Type the following documents: Globalization Report (p. 159-162, 168), Memo 45B (p. 146), Personal Business Letter 1 (p. 180) & Table 1 (p. 198). Accurate completion of all sections of this assignment will be recorded as a grade for a total of 50 points.**

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Yijin Wang



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Table of Contents New York Keyboarding Specialist Study Guide

1. Understanding the eBook New York Keyboarding Specialist Study Guide
 - The Rise of Digital Reading New York Keyboarding Specialist Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying New York Keyboarding Specialist Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an New York Keyboarding Specialist Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from New York Keyboarding Specialist Study Guide

- Personalized Recommendations
- New York Keyboarding Specialist Study Guide User Reviews and Ratings
- New York Keyboarding Specialist Study Guide and Bestseller Lists
- 5. Accessing New York Keyboarding Specialist Study Guide Free and Paid eBooks
 - New York Keyboarding Specialist Study Guide Public Domain eBooks
 - New York Keyboarding Specialist Study Guide eBook Subscription Services
 - New York Keyboarding Specialist Study Guide Budget-Friendly Options
- 6. Navigating New York Keyboarding Specialist Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - New York Keyboarding Specialist Study Guide Compatibility with Devices
 - New York Keyboarding Specialist Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of New York Keyboarding Specialist Study Guide
 - Highlighting and Note-Taking New York Keyboarding Specialist Study Guide
 - Interactive Elements New York Keyboarding Specialist Study Guide
- 8. Staying Engaged with New York Keyboarding Specialist Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers New York Keyboarding Specialist Study Guide
- 9. Balancing eBooks and Physical Books New York Keyboarding Specialist Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection New York Keyboarding Specialist Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine New York Keyboarding Specialist Study Guide
 - Setting Reading Goals New York Keyboarding Specialist Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of New York Keyboarding Specialist Study Guide

- Fact-Checking eBook Content of New York Keyboarding Specialist Study Guide
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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