

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.**

_____ / 50

Missouri Merit System Exam Study Guide Keyboarding

Lauren Gardner



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Missouri Merit System Exam Study Guide Keyboarding: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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