

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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Table of Contents Missouri Merit System Exam Study Guide Keyboarding

1. Understanding the eBook Missouri Merit System Exam Study Guide Keyboarding
 - The Rise of Digital Reading Missouri Merit System Exam Study Guide Keyboarding
 - Advantages of eBooks Over Traditional Books
2. Identifying Missouri Merit System Exam Study Guide Keyboarding
 - 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 Missouri Merit System Exam Study Guide Keyboarding
 - User-Friendly Interface
4. Exploring eBook Recommendations from Missouri Merit System Exam Study Guide Keyboarding
 - Personalized Recommendations
 - Missouri Merit System Exam Study Guide Keyboarding User Reviews and Ratings
 - Missouri Merit System Exam Study Guide Keyboarding and Bestseller Lists

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