

## **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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**JS Bruner**



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