

Keyboarding Final Exam Study Guide

Your exam will consist of four assignments.

Final exam assignments will be similar to assignments you have completed in class this semester. Some assignments will require you to complete specific tasks with specific formatting, fonts, etc. Other assignments may also require you to demonstrate that you know how to compose the standard business documents we have covered this semester.

These assignments are expected to be free from any typographical or grammatical errors.

You will complete your final exam assignments, saving them to your H: drive. You will then submit your assignments in Moodle.

Proofreading

You will be asked to input a business letter that has been proofread and has proofreading marks. You will be expected to make the appropriate corrections to the letter as indicated by the proofreading marks.

Personal Business Letters

You will be asked to create a properly formatted business letter. You will be given the body of the letter, and are expected to complete the letter with all the correct parts of a business letter.

Formatting Tables

You will be given an assignment where you have to create, format and provide data in a table in Microsoft Excel. The table will have to be sorted in a certain order. You will have to use at least one Excel formula in the table.

Memorandums

You will be asked to write, from scratch, a business memo on a specific topic.

Be familiar with how to perform the following in Word:

- Inserting a header or footer
- Inserting a hyperlink that will open up an email application
- Insert an endnote and a footnote
- Apply an AutoFormat on a table
- Insert a horizontal border
- Apply a shade or pattern
- Automatically insert the current date

Be familiar with how to perform the following in Word:

1. Sort a table in a certain order
2. Total the values in a column using a formula or function
3. Apply a format, shade or pattern to a table

Keyboarding Specialist Study Guide

PT Brinkman

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Keyboarding Specialist Study Guide:

Reviewing **Keyboarding Specialist Study Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Keyboarding Specialist Study Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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