#### 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.

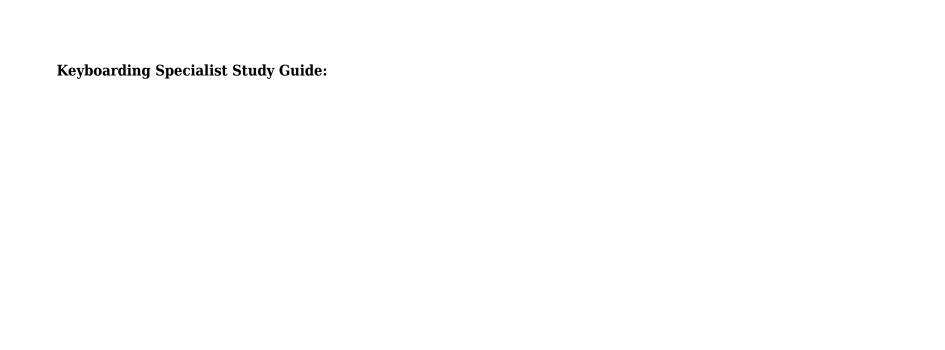
#### Memorandums

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

e familiar with how to perform the following in Word:	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	Sort a table in a certain order     Total the values in a column using a formula or function     Apply a format, shade or pattern to a table

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