

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

Xiaolong Qi



Keyboarding Specialist Study Guide:

Keyboard Specialist II National Learning Corporation, 2020-06-10 The Keyboard Specialist II Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to spelling grammar usage punctuation keyboarding practices office record keeping supervision and more *Keyboard Specialist* National Learning Corporation, 2019-02 The Keyboard Specialist Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to spelling English grammar English usage punctuation keyboarding practices and more KEYBOARD SPECIALIST National Learning Corporation, 2019 **This is Your Keyboard Specialist**

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Table of Contents Keyboarding Specialist Study Guide

1. Understanding the eBook Keyboarding Specialist Study Guide
 - The Rise of Digital Reading Keyboarding Specialist Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Keyboarding Specialist Study Guide
 - 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 Keyboarding Specialist Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Keyboarding Specialist Study Guide
 - Personalized Recommendations
 - Keyboarding Specialist Study Guide User Reviews and Ratings
 - Keyboarding Specialist Study Guide and Bestseller Lists
5. Accessing Keyboarding Specialist Study Guide Free and Paid eBooks

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