

OST131 KEYBOARDING

CREDIT BY EXAM STUDY GUIDE

Student must complete the following:

(2) 3-Minute Timed writings

One-page report

Table

Letter

Theory Test

- A minimum score of 25 wpm with no more than three errors is required on the timing. Two opportunities will be given.
- The theory test grade must be at least 78.
- The production problems will be graded on errors per page s follows

A = 0-1 error

B = 2 errors

C = 3 errors

D = 4 errors

In order to receive credit for OST131, a student must have a minimum grade of C on the timed writing, the theory, and the production.

OBJECTIVE TEST 1

Review

In preparing for Objective Test 1, include the following as a part of your review.

1. Uses of the following keys:
 - A. Enter key
 - B. Right shift key
 - C. Left shift key
 - D. Tab key
 - E. Backspace key

2. Spacing before and after:
 - A. Semicolon following a word
 - B. Hyphen
 - C. Period at end of sentence
 - D. Period in an abbreviation
 - E. Dollar sign
 - F. Question mark at end of sentence
 - G. Exclamation point at end of sentence
 - H. Parentheses
 - I. Colon following a word
 - J. Dash
 - K. Number symbol
 - L. Percent symbol that follows a number
 - M. Quotation marks
 - N. Apostrophe
 - O. Comma

3. How is typing speed measured?

4. What are the rules for counting errors in typed copy?

5. What do the following symbols represent?
 - A. # before and after a number
 - B. &
 - C. @
 - D. *

OBJECTIVE TEST 2

Review 1

- I. Basic Parts of a Report
 - A. Title
 - B. Subtitle
 - C. Byline
 - D. Body
 - E. Side headings
 - F. Paragraph headings
- II. Basic Parts of a Letter
 - A. Letterhead
 - B. Date line
 - C. Inside address
 - D. Salutation
 - E. Body
 - F. Complimentary closing
 - G. Signature
 - H. Writer's identification
 - I. Reference initials
- III. Format for block-style business letters including enclosure notations, attachment notations, etc.
- IV. Word processing command to center text vertically
- V. Standard punctuation
- VI. Format for an unbound report including page numbering
- VII. Format for memos
- VIII. Format for tables including titles, column headings, alignment for text columns, alignment for number columns, boxed and open tables, and how to move from column to column in a table
- IX. Word processing command to copy, cut, or paste a word, sentence, paragraph, etc.
- X. Proofreaders' marks
- XI. Punctuation rules—edit documents to punctuate correctly
- XII. Capitalization rules—edit documents to capitalize correctly
- XIII. Number expression rules—edit documents to express numbers correctly
- XIV. Spelling—edit documents to spell words correctly