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 as 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