

Name: _____

Study Guide Keyboarding Final

The Keyboard

1. Describe proper keyboarding technique.

2. What are the home row keys?
3. What are the anchor keys?
4. How many spaces follow a period at the end of a sentence?
5. How many spaces follow a period **within** an abbreviation?
6. How many spaces follow a period **after** an abbreviation?
7. How many spaces follow a semicolon?
8. How many spaces follow a colon?
9. How many spaces follow a comma?
10. How many spaces follow a question mark?
11. What does GWAM mean?
12. What key from the home row is used to type the following:

H _____

q _____

left shift _____

l _____

c _____

r _____

,

.

y _____

right shift _____

g _____

o _____

z _____

b _____

m _____

u _____

x _____

n _____

t _____

p _____

v _____

13. Draw the following symbols:

Backslash _____

Ampersand _____

Asterisk _____

Slash or Diagonal _____

Greater Than Sign _____

Less Than Sign _____

Dollar Sign _____

Percent Sign _____

Number or Pound Sign _____

Left or Open Parenthesis _____

Right or Close Parenthesis _____

Left Bracket _____

Right Bracket _____

Letters

1. Are paragraphs indented in a letter?
2. What are the margins for a letter?
3. What is the return address?
4. Where is the return address located?
5. What is the letter address?
6. Where is the letter address located?
7. Where is the date keyed in a letter?
8. What is the spacing for a letter.
9. What is a personal title?
10. What is a professional title?
11. Give an example of a salutation.
12. What is another name for the salutation?
13. Give an example of a complimentary close.
14. What is another name for the complimentary close?
15. What is open punctuation?
16. What is mixed punctuation?

Academic Reports

1. Know the short cuts for the following:
 - a. Single-spacing
 - b. Left align text
 - c. Double-spacing
 - d. Highlighting an entire document
 - e. Center text
 - f. Right align text
2. What are the margins for an academic report?
3. How is an academic report spaced?
4. Name the five steps for setting up a multiple-page academic report. Practice the steps for setting up an academic report.
5. What is a heading and how is it typed?
6. What is a header and how is it typed?
7. What is a side heading and how is it typed?