

INTRODUCTION TO COMPUTER TECHNOLOGY

Final Exam Study Guide

Section 1: Technique, Spacing, Home Row, and Proofreading

1. Should you position the keyboard on your desk so you can rest your wrists comfortably? Yes No
2. Your back should be _____ with your arms and elbows resting comfortably at your side.
3. Which is more important? good keyboarding technique **OR** fast keying.
4. Should you cross your feet while keying? Yes No
5. The home row keys are: _____
6. Name the anchor keys: ____ and ____ keys
7. Strike each key quickly with a light _____ and continuous _____.
8. Because you are learning touch-typing, your eyes should be on the source—_____, _____, or _____—at all times.
9. Space ____ time(s) after a period that ends a sentence.
10. Space ____ time(s) after a period **following** an abbreviation (Dr.).
11. Space ____ time(s) after a semicolon.
12. Use the _____ shift key when capitalizing keys with the left hand.
13. _____ means gross words a minute and does not take into account the number of errors.
14. How many times do you space after a period **within** an abbreviation (for example: a. m.)? ____

15. Should you *shift* and *key* using the same hand? Yes No
16. Space ____ time(s) after a comma.
17. Space ____ time(s) after a question mark at the end of a sentence.
18. Space ____ time(s) after a colon.
19. Space ____ time(s) when using an exclamation point at the end of a sentence.

Section 2: Keyboard Reaches

Know the correct fingering for the letter and number keys.

Section 3: Symbols

Know the correct fingering for the symbol keys; be able to identify the symbols.

Section 4: Academic Reports

20. The part of an academic report that includes the student's name, teacher's name, course and period, and due date of the report is called a _____.
21. The name of an academic report is known as the _____.
22. The part of an academic report that is meant to attract the reader's attention and help the flow and organization of the paragraphs is called a _____.
23. Listed below are the steps to prepare to key an academic report:
 - A. Change the line spacing to _____ space
 - B. Change the margins to: top ____", bottom ____", left ____", & right ____"
 - C. Create a _____
24. Write an example of the proper way to key the **course** and **period** in the heading.

25. Write an example of the proper way to key a **side heading**.

26. Write an example of the proper way to key the **Due Date** of an Academic Report.

27. Write an example of a **header** for the **second page** of a two-page academic report.

28. To insert a header into a report click on the _____ tab.

29. _____ space before and _____ space after side headings.

30. Use _____ caps and _____ the title of an academic report.

31. The date in the heading is the date the report is _____.

32. Click on the _____ checkbox to have the header removed from the first page of the document.

33. Begin side headings at the _____ margin, use _____ caps, bold, **or** underline.

34. The _____/_____ button helps the user proofread, find formatting errors, shows spaces, shows hard returns, and shows tabs.

35. The header in a two-page academic report is _____ aligned.

36. Are page numbers required for multiple-page reports (more than one page)? Yes No

Section 5: Personal Business Letters

37. If your letter is to be centered vertically, your top margin should be ___ inch:
38. To center a document vertically, click on the _____
_____ tab.
39. Write an example of the proper way to key a **salutation**.

40. Write an example of the proper way to key a **complimentary close**.

41. The date is keyed directly under the _____ address.
42. The paragraphs of a personal business letter: are indented/are not indented.
43. The signature area is located above/below the writer's name.
44. Single space/double space after the salutation.
45. The return address/letter address is the address of the person *sending* the letter.
46. The body of a personal business letter should be _____ spaced with _____ spacing between paragraphs.
47. Give an example of a personal title: _____
48. After the letter address and before the salutation, you should single/double space.
49. If there is an enclosure or an attachment in the letter, the word "Enclosure" or "Attachment" is keyed at the left margin a single/double space below the writer's typed name.

50. _____ punctuation is most often used with block format because of its simplicity.
51. _____ space after keying the date.
52. Always sign your letters in blue or black _____.
53. Should you include the **name of the writer** in the return address? Yes No
54. Does a personal business letter include a company letterhead at the top?
Yes No
55. _____ format is used with personal business letters.
56. _____ space after the complimentary close and before the name of the writer.

Section 6: Tabs

57. Tabs are accessed through which group under the Home Tab?
_____ group
58. What is used to connect tabs?
A _____
59. Name the 4 tabs used to key tab assignments.
_____ tab, _____ tab, _____ tab, and
_____ tab
60. Default tabs are set every _____ inch.
61. Draw a **left** tab.
62. Draw a **right** tab.

63. Draw a **center** tab.

64. Draw a **decimal** tab.

Section 7: Windows Screen

Be able to identify the parts of the Word 2007 Screen.

65. Name the following keyboard shortcuts:

Single Space: _____

Double Space: _____

1.5 Spacing: _____

Center: _____

Align Text Left: _____

Align Text Right: _____

Justify: _____

Select an entire document: _____

Opens the Save As dialog box: _____