

Test I

Basic Keyboarding

Student Copy

Office of Education
North American
Division of
Seventh-day Adventists

For Atlantic Union Conference -use

TEST I - Basic Keyboarding Assessment

Timings

Practice warm-up exercises until you feel comfortable. You will be able to take two 5-minute timings. You must pass at least one timing with 30 wpm and 5 errors or less. Let the teacher know when you are ready to begin the test. You may choose either test A or B or both.

TEST I

Timed Test A

12
24
34
46
58
68
79
82
94
106
118
130
142
143
155
167
179
191
203
214
218

Life in the fast lane is a really exhilarating ride at times. Moving at exceptional rates of speed can cause one to arrive at a destination in a very short time.

Of course, when advancing at these higher levels, it could be that one will be more prone to have mishaps along the way. Should this occur, then the time spent in reordering one's belongings will slow the life process considerably.

As stated by the world famous author, Sir Fender Bender, "Life only goes around once." His philosophy is that we all should proceed with due diligence to the next step of our existence. And hopefully, we will arrive at the appointed time and place for the many good things we expect to happen to us.

Our happenings are controlled by the choices we make on a day-to-day basis. Given the choice of moving fast, medium or slow, each person must find the acceptable rate at which their mind and body can comfortably function. Looking to others to measure our progress is an unwise appropriation of thought. We should measure ourselves by our internal expected output.

1 2 3 4 5 6 7 8 9 10 11 12

TEST I

Timed Test B

	11
Nearly three decades ago, the personal computer made	23
its debut to the world. The advent of this machine caused a	35
revolution in business and industry which continues to grow	47
each year. Many consider the personal computer a universal	58
machine, meaning that it can be used for a variety of	70
operations. These operations can extend from playing games	82
such as chess and solitaire to application programs such as	93
word processing and database. There can even be drawing,	105
graphics, and desktop publishing programs--all on the same	107
machine.	117
For those who wish to learn more about personal	129
computers and computer technology, there are several options	141
from which to choose. Classes may be offered at computer	152
retail stores; local high schools may have continuing	164
education classes in the evening; personal computer trainers	175
will teach on a one-to-one basis; and reading the manual	187
using the trial and error method are all possible choices.	198
It is best to consider one's background, knowledge, and	208
learning style when choosing a particular option.	218
Whatever the reason or situation that causes an	228
individual to learn about the personal computer, the	236
possibilities for its use are endless.	

1 2 3 4 5 6 7 8 9 10 11 12

Test II

Keyboarding and

Document Production

Student Copy

Office of Education
North American
Division of
Seventh-day Adventists

For Atlantic Union Conference -use

TEST II - Keyboarding and Document Production Assessment

Part A - Timings

Practice warm-up exercises until you feel comfortable. You will be able to take two 5-minute timings. You must pass at least one timing with 35 wpm and 5 errors or less to continue with the rest of the test. Let the teacher know when you are ready to begin the test. You may choose either test A or B or both.

TEST II

Timed Test A

12
24
34
46
58
68
79
82
94
106
118
130
142
143
155
167
179
191
203
214
218

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1 2 3 4 5 6 7 8 9 10 11 12

TEST II

Timed Test B

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1 2 3 4 5 6 7 8 9 10 11 12

TEST II

Part B - Document Production

Directions: *Produce in the correct format the applications on the following pages.*

- Document 1. Produce an unbound report (no title page). The report will be one page in length.
- Document 2. Create a two-column table with main and secondary headings. Center the table vertically and horizontally.
- Document 3. Produce a block format business letter.

Document 1

Document 2

Directions: *Using the information below:*

Create a two-column table with main and secondary headings.

Center the table vertically and horizontally on 8½ x 11 inch paper.

Use correct spacing with main and secondary headings.

Single space the body of the table.

Use attractive spacing between columns.

GREATEST CONTRIBUTORS TO SOCIETY IN THE USA Occupational Ratings by 5,000 Adults

School Teachers	62%
Researchers	50%
Engineers	45%
Airline Pilots	33%
Environmentalists	30%

Document 3

Directions: *Type the following business letter in block style.
Use today's date.
Use appropriate margins and punctuation.*

Mrs. Barbara Willis 13 Shallowford Road Louisville, KY 40220

Dear Mrs. Willis

We are embarrassed after receiving the letter regarding the mistake we made on your latest order. Please accept our apologies and the enclosed notice of the \$475 credit to your charge account.

When billing errors occasionally occur, we appreciate customers who are willing to point out our mistakes to us in a kind manner.

Also enclosed is a discount coupon for you to use the next time you are in our store. Please use it with the assurance that we appreciate your business.

Sincerely Mrs. Kathy Allers, Manager Customer Service Department xx Enclosure

TEST II - KEYBOARDING AND DOCUMENT PRODUCTION

CUMULATIVE SCORE SHEET

Student Name _____

Part A

Timing Speed _____

- # of Errors _____/ 30

Parts B

Document 1 _____/28

Document 2 _____/18

Document 3 _____/24

Final Score _____/100