

## Keyboarding Final Exam Study Guide

Your exam will consist of four assignments.

Final exam assignments will be similar to assignments you have completed in class this semester. Some assignments will require you to complete specific tasks with specific formatting, fonts, etc. Other assignments may also require you to demonstrate that you know how to compose the standard business documents we have covered this semester.

These assignments are expected to be free from any typographical or grammatical errors.

You will complete your final exam assignments, saving them to your H: drive. You will then submit your assignments in Moodle.

### *Proofreading*

You will be asked to input a business letter that has been proofread and has proofreading marks. You will be expected to make the appropriate corrections to the letter as indicated by the proofreading marks.

### *Personal Business Letters*

You will be asked to create a properly formatted business letter. You will be given the body of the letter, and are expected to complete the letter with all the correct parts of a business letter.

### *Formatting Tables*

You will be given an assignment where you have to create, format and provide data in a table in Microsoft Excel. The table will have to be sorted in a certain order. You will have to use at least one Excel formula in the table.

### *Memorandums*

You will be asked to write, from scratch, a business memo on a specific topic.

Be familiar with how to perform the following in Word:

- Inserting a header or footer
- Inserting a hyperlink that will open up an email application
- Insert an endnote and a footnote
- Apply an AutoFormat on a table
- Insert a horizontal border
- Apply a shade or pattern
- Automatically insert the current date

Be familiar with how to perform the following in Word:

1. Sort a table in a certain order
2. Total the values in a column using a formula or function
3. Apply a format, shade or pattern to a table

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**Aaron Williamon**



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**Forensic DNA Typing: Interpretation** John M. Butler, 2014-07-28 Advanced Topics in Forensic DNA Typing Interpretation builds upon the previous two editions of John Butler's internationally acclaimed Forensic DNA Typing textbook with forensic DNA analysts as its primary audience. Intended as a third edition companion to the Fundamentals of Forensic DNA Typing volume published in 2010 and Advanced Topics in Forensic DNA Typing Methodology published in 2012, this book contains 16 chapters with 4 appendices providing up-to-date coverage of essential topics in this important field. Over 80 % of the content of this book is new compared to previous editions. Provides forensic DNA analysts coverage of the crucial topic of DNA mixture interpretation and statistical analysis of DNA evidence. Worked mixture examples illustrate the impact of different statistical approaches for reporting results. Includes allele frequencies for 24 commonly used autosomal STR loci, the revised Quality Assurance Standards which went into effect September 2011. Five Centuries of Keyboard Music John Gillespie, 2013-04-09 Gillespie discusses 350 composers and their works for harpsichord and piano, including Bach, Handel, Mozart, Beethoven, and Debussy. Includes 116 musical examples, illustrations, and a glossary of musical terms. **THE WRITER'S MONTHLY**, 1922

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web to qualify as an automotive fuel cell engine the integrated fuel cell system needs to have high power density as well as high efficiency and near zero emissions over a wide power band start up quickly when cold and respond rapidly to frequent load changes resist shock and vibration be relatively easy to maintain and have costs

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