

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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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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spanish cuisine that is best known around the world it is the custom of eating tapas today this culinary tradition is replicated in bars and restaurants across the globe ranging from the traditional to the avant garde

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web a tapa spanish pronunciation is an appetizer or snack in spanish cuisine tapas can be combined to make a full meal and can be cold such as mixed olives and cheese or hot such as chopitos which are battered fried baby squid or patatas bravas

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