

Assessment

KAZ® (Keyboarding A-Z) *First Edition*

The objectives of this book are to help the user:

1. Use the keyboard with correct posture, and identify the home keys and their importance in touch-typing
2. Touch-type all the letter keys
3. Touch-type the letter keys with increased speed and accuracy
4. Touch-type capital letters, special characters, and standard punctuation
5. Touch-type numbers on a numeric keypad
6. Develop speed and accuracy, and calculate typing speed in words per minute

Assessment Questions for KAZ® (Keyboarding A-Z), First Edition

Select the best response.

1. The best way to hone your touch-typing skills is to:
 - A. Practice typing long sentences
 - B. Practice typing paragraphs

2. Which of the following Punctuation Keys require the Shift key?
 - A. Period
 - B. Question mark
 - C. Comma
 - D. Exclamation point
 - E. A and C
 - F. B and D

3. The home row:
 - A. Is where you should always place your fingers as you begin to type
 - B. Is where your fingers will learn to naturally return after typing other keys
 - C. Should become easy for you to locate by touch
 - D. All of the above

4. To improve the speed and accuracy of your touch-typing, it is best to focus first on:
 - A. Speed
 - B. Accuracy

5. Proper keyboarding posture will:
 - A. Help prevent soreness in your hand and wrists
 - B. Help you sit in the same position for longer periods of time
 - C. Both of the above

6. When you're working with a numeric keypad, it's important to look at your screen as you type, so you can verify your accuracy.
 - A. True
 - B. False

7. KAZ offers you the following benefits that ensure efficient touch-typing:
 - A. Five key phrases designed to teach you how to touch-type all 26 letter keys
 - B. Combines word association with natural dexterity to create a method that centers on five trademarked phrases
 - C. Encourages you to work faster rather than to pace yourself
 - D. All of the above
 - E. A and B

8. When practicing complete punctuated sentences, your goal is to type all of the sentences until you are achieving a steady, consistent rhythm with few errors.
 - A. True
 - B. False

9. The Numeric Keypad home keys can be:
 - A. 4, 5 and 6
 - B. 1, 2 and 3
 - C. Either of the above
 - D. None of the above

10. Which home keys have raised dots or ridges that provide tactile feedback that your fingers are on the correct keys?
 - A. K and D
 - B. F and K
 - C. F and J

11. You can time yourself by opening the Date\Time clock and move it to a corner of your screen.
 - A. True
 - B. False

12. It's not as important or realistic to touch-type the number keys or to assign specific fingers to each key because:
- A. The number keys are not used extensively
 - B. The reach involved can be difficult for many people
 - C. None of the above
 - D. Both of the above
13. The Keyboard home row consists of how many keys.
- A. 10 keys
 - B. 8 keys
 - C. None of the above
14. People who use the hunt-and-peck method are just as efficient as touch-typists.
- A. True
 - B. False
15. When typing the shift key characters it's important that you:
- A. Press and hold the Shift key
 - B. Learn how to touch-type these characters
 - C. Both of the above
16. The KAZ program uses five key phrases that are specially designed to:
- A. Cover all letter, numeric and punctuation keys
 - B. Cover all 26 letter keys with symmetrical movements
17. The Numeric Keypad has its own:
- A. Enter key
 - B. Tab key
 - C. Both of the above
18. When practicing the key phrases:
- A. The order you practice them in does not matter
 - B. It will be more effective if you follow the recommended order

19. When you practice a long list of drills make sure you:
- A. Check your posture
 - B. Position your fingers on the home keys
 - C. Take a quick break to stretch your arms and fingers between drills
 - D. B and C
 - E. All of the above
20. The spacebar is pressed with your:
- A. Right thumb
 - B. Left thumb
21. The Caps Lock key:
- A. Locks the letters so that they appear as capital letters
 - B. Is a toggle switch
 - C. Both of the above
22. Punctuation is a critical part of touch-typing.
- A. True
 - B. False
23. Which key moves the cursor down one line and repositions it along the left margin of the document?
- A. The space bar key
 - B. The enter key
 - C. The tab key
24. When you need to type consecutive capital letters and then return to lower case letters, you can:
- A. Turn the Caps Lock key on and off as needed
 - B. Hold down the shift key and type the letters you need
 - C. Both of the above
25. When you press the Shift key, it is necessary to take your fingers off the home key.
- A. True
 - B. False

**Answer Key for
KAZ® (Keyboarding A-Z), First Edition**

Recommended response (Corresponding workbook page)

1. B (92)	6. A (64)	11. A (94)	16. B (11)	21. C (53)
2. F (58)	7. E (3)	12. D (55)	17. A (67)	22. A (58)
3. D (6-7)	8. A (82)	13. B (6)	18. B (11)	23. B (16)
4. B (71)	9. C (63)	14. B (ii)	19. E (71-81)	24. C (54)
5. A (4)	10. C (07)	15. A (57)	20. A (20)	25. B (49)