

Keyboarding OST-131 Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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SAMPLE

Questions

- 1. How many errors are counted if a word has three incorrect letters?**
 - A. 3 errors**
 - B. 1 error**
 - C. No error**
 - D. 2 errors**

- 2. How many spaces should you put after a period following an abbreviation?**
 - A. 1 space**
 - B. 0 spaces**
 - C. 2 spaces**
 - D. 3 spaces**

- 3. How should you position your hands when typing to capitalize letters effectively?**
 - A. Left hand on the left side only**
 - B. Use both hands with appropriate keys**
 - C. Keep one hand on the mouse**
 - D. Only the right hand should be used**

- 4. How often should you take typing speed tests during practice?**
 - A. Once a month**
 - B. Regularly, to track progress and identify areas for improvement**
 - C. Only before exams**
 - D. Once a week**

- 5. How many spaces should there be after a semicolon in typing, except at the end of a paragraph?**
 - A. 0 spaces**
 - B. 1 space**
 - C. 2 spaces**
 - D. 3 spaces**

- 6. What is the importance of returning fingers to the home-row position?**
- A. It improves typing speed**
 - B. It helps maintain correct hand positioning**
 - C. Both A and B**
 - D. It is not necessary**
- 7. What should you do if you accidentally hit the wrong key?**
- A. Use the backspace key to delete it**
 - B. Ignore it**
 - C. Press the enter key**
 - D. Type over it**
- 8. Why is setting a timer beneficial during typing practice?**
- A. It minimizes distractions**
 - B. It helps maintain a steady pace**
 - C. To create a sense of urgency and replicate real-world time constraints**
 - D. It allows for longer practice sessions**
- 9. How many repetitions should you perform for each exercise in the group?**
- A. One**
 - B. Two**
 - C. Three**
 - D. Four**
- 10. Which of the following is considered an error when typing a letter or word?**
- A. Misspelled**
 - B. Omitted or repeated**
 - C. Capitalized incorrectly**
 - D. Typed too slowly**

Answers

SAMPLE

- 1. B**
- 2. B**
- 3. B**
- 4. B**
- 5. B**
- 6. C**
- 7. A**
- 8. C**
- 9. C**
- 10. B**

SAMPLE

Explanations

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1. How many errors are counted if a word has three incorrect letters?

A. 3 errors

B. 1 error

C. No error

D. 2 errors

A word with three incorrect letters would count as three distinct errors. Each incorrect letter represents a separate mistake because each letter in a word contributes to its accuracy and meaning. Therefore, if all three letters are incorrect, they would each be noted as an error. In types of assessments that measure keyboarding and typing accuracy, it is essential to recognize the total number of mistakes to provide an accurate representation of a typist's performance. For example, if a word is intended to be spelled "cat" but is typed as "dog," with incorrect letters being 'd', 'o', and 'g', all three letters are incorrect, resulting in three errors for that word. Thus, the correct count of errors in this case would indeed be three, reflecting the need for accuracy in each component of word construction.

2. How many spaces should you put after a period following an abbreviation?

A. 1 space

B. 0 spaces

C. 2 spaces

D. 3 spaces

The standard formatting guideline for typing after a period following an abbreviation is to use 0 spaces. In modern typing conventions, especially with the adoption of typewriters fading, the practice has shifted from using two spaces after a period to utilizing a single space, or in the case of following an abbreviation, no space at all. This practice helps maintain a clean and professional appearance in documents. Abbreviations are typically followed directly by the next word, ensuring clarity and fluidity in reading. Therefore, not adding any extra space after the period of an abbreviation allows for a more streamlined and contemporary format, which is preferred in most professional and educational settings today. The evolution of typography has led to this practice being widely accepted, moving away from the traditional typewriter rules that advocated for two spaces after periods.

3. How should you position your hands when typing to capitalize letters effectively?

- A. Left hand on the left side only**
- B. Use both hands with appropriate keys**
- C. Keep one hand on the mouse**
- D. Only the right hand should be used**

Positioning the hands correctly when typing is essential for efficient and effective capitalization of letters. Using both hands with the appropriate keys allows for quick access to all the letters, including uppercase letters that are achieved by holding down the Shift key. This method enables the typist to maintain a steady rhythm and minimizes hand movement, which reduces the risk of strain and fatigue. By utilizing both hands, each hand can naturally rest on its respective home row keys: the left hand on A, S, D, F, and the right hand on J, K, L, and semicolon. This placement allows the typist to easily reach for the Shift key with either pinky finger, depending on which side of the keyboard the letter is on, making it more efficient to capitalize letters as needed without interrupting the flow of typing. Consequently, the practice of using both hands promotes better typing technique and speed.

4. How often should you take typing speed tests during practice?

- A. Once a month**
- B. Regularly, to track progress and identify areas for improvement**
- C. Only before exams**
- D. Once a week**

Taking typing speed tests regularly is essential for effective practice and improvement in keyboarding skills. Regular assessments allow you to track your progress over time, giving you valuable feedback on how your speed and accuracy are developing. This consistent evaluation helps identify strengths as well as areas that may need more focused practice. For instance, if you notice that your speed is improving but your accuracy is lacking, you can tailor your practice sessions to address that specific issue. Additionally, regular testing can help establish a routine, making it easier to maintain motivation and keep your skills sharp. This continuous feedback loop is crucial in the journey toward becoming a proficient typist, as it provides both a measure of your current abilities and a benchmark for future goals.

5. How many spaces should there be after a semicolon in typing, except at the end of a paragraph?

- A. 0 spaces**
- B. 1 space**
- C. 2 spaces**
- D. 3 spaces**

After a semicolon in typing, standard practice dictates that there should be 1 space following it. This convention helps maintain clarity and readability in text, ensuring that the semicolon acts as a punctuation mark effectively separating two related independent clauses. The single space following the semicolon allows for a clean delineation between thoughts, making it easier for readers to engage with the material without confusion. The practice of using one space is widely accepted in modern typing and formatting conventions, both in formal writing and informal communication. Using multiple spaces can lead to formatting inconsistencies and can clutter the text, detracting from its overall professionalism and ease of reading. This is why adherence to the guideline of one space is crucial in good typing practice.

6. What is the importance of returning fingers to the home-row position?

- A. It improves typing speed**
- B. It helps maintain correct hand positioning**
- C. Both A and B**
- D. It is not necessary**

Returning fingers to the home-row position is crucial for several reasons. Primarily, it greatly enhances typing speed because the home-row acts as a reference point for where your fingers should be placed when starting each keystroke. This systematic approach ensures that the fingers can quickly reach other keys with minimal movement, ultimately leading to a smoother and faster typing experience. Additionally, the home-row position is essential for maintaining correct hand positioning. Proper positioning helps to prevent strain and fatigue, making it easier to type for extended periods without discomfort. When fingers regularly return to this starting point, it reinforces muscle memory, allowing for more efficient typing habits. Together, these factors contribute significantly to overall typing performance. This is why returning fingers to the home-row position is considered a best practice in keyboarding techniques.

7. What should you do if you accidentally hit the wrong key?

A. Use the backspace key to delete it

B. Ignore it

C. Press the enter key

D. Type over it

Using the backspace key to delete an incorrectly typed character is a standard practice in keyboarding. This action allows you to quickly remove the error from the text without affecting the formatting or flow of the document. By pressing backspace, you eliminate the mistake while preserving the integrity of the remaining text, making it easier to maintain a polished appearance in your work. Other options are less effective in correcting mistakes. Ignoring the error would lead to a final document that contains typos, which can affect professionalism and clarity. Pressing the enter key does not address the mistake; it simply moves the cursor to the next line, potentially compounding the issue. Typing over the error is not an ideal solution, as it can lead to confusion if not done carefully, creating a cluttered appearance in the text. Therefore, backspacing allows for the most efficient and clear correction of typing errors.

8. Why is setting a timer beneficial during typing practice?

A. It minimizes distractions

B. It helps maintain a steady pace

C. To create a sense of urgency and replicate real-world time constraints

D. It allows for longer practice sessions

Setting a timer during typing practice is particularly beneficial because it creates a sense of urgency and replicates real-world time constraints. In many professional and academic environments, tasks need to be completed within specific timeframes. By simulating these conditions through timed practice, you can improve your ability to type quickly and efficiently under pressure, which is a valuable skill in most jobs. This practice helps develop not only speed but also the ability to maintain accuracy even when time is limited. While minimizing distractions can aid focus, and maintaining a steady pace is important for typing consistency, these aspects are secondary benefits compared to the vital experience of working within a deadline. Additionally, longer practice sessions are helpful for developing typing skills over time, but without the context of working against the clock, the motivation and urgency that often accompany real-life typing scenarios may be lacking.

9. How many repetitions should you perform for each exercise in the group?

- A. One**
- B. Two**
- C. Three**
- D. Four**

Performing three repetitions for each exercise in a workout group is often recommended for a variety of reasons that contribute to effective training outcomes. This number strikes a balance between enough volume to stimulate muscle growth and strength adaptation without leading to excessive fatigue or risk of injury. Three repetitions allows participants to engage muscle fibers adequately, promoting effective strength gains and endurance. It also provides sufficient practice for mastering the technique of the exercise, which is crucial for both performance improvement and preventing injuries. This approach also helps in maintaining a manageable level of exertion, enabling individuals to complete their exercises more effectively and with better form. While other repetition counts might be appropriate in different contexts or for specific training goals, three tends to offer a solid foundation for group settings where the focus is on both individual and overall group performance. This level is typically sufficient for individuals of various fitness levels to make noticeable progress while minimizing the potential for overtraining.

10. Which of the following is considered an error when typing a letter or word?

- A. Misspelled**
- B. Omitted or repeated**
- C. Capitalized incorrectly**
- D. Typed too slowly**

When evaluating what constitutes an error in typing a letter or word, it's important to understand that both omissions and repetitions directly impact the clarity and accuracy of the text. An omitted letter would mean the word is incomplete, while a repeated letter would create a word that is not intended. Both situations can lead to misunderstandings or misinterpretation of the intended message, solidifying their classification as typing errors. In contrast, while misspellings and capitalization issues can also be considered errors, they do not necessarily affect the comprehension of a word as significantly as omissions or repetitions. A misspelled word might still be recognizable, and incorrect capitalization might not change the understanding of a word in context. Typing too slowly, although it may indicate inefficiency or poor typing skills, does not constitute an error in the actual text produced. It is more related to the typing speed rather than the correctness of the content. Therefore, omitted or repeated letters are fundamental to the definition of errors when aiming for precise communication in typing.