

KEYBOARDING OST-131 PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which hand position is necessary for capitalizing letters on the left half of the keyboard?**
 - A. Right hand rests on the home row
 - B. Left hand stays above the keyboard
 - C. J finger anchored while using left Shift
 - D. Index finger only on the right side
- 2. Is it correct to space between parentheses and the text within them?**
 - A. Yes, always
 - B. Only for clarity
 - C. No, do not space
 - D. Only in formal writing
- 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 can self-assessment play a role in improving typing skills?**
 - A. It discourages regular practice
 - B. It helps identify strengths and weaknesses in typing performance
 - C. It offers no value
 - D. It relies solely on peer feedback
- 5. What is the primary benefit of practicing touch typing?**
 - A. Improved muscle memory for specific keys
 - B. Increased visual attention while typing
 - C. Ability to multitask while typing
 - D. Reduction in typing errors due to visual feedback

- 6. What is the importance of understanding keyboard shortcuts for software applications?**
- A. They reduce the time spent learning software
 - B. They streamline tasks and improve overall productivity
 - C. They make typing more challenging
 - D. They are only useful for advanced users
- 7. When typing, where should the closing quotation mark be placed in relation to a period or comma?**
- A. After the period or comma
 - B. Before the period or comma
 - C. On the same line as the period or comma
 - D. It can be placed anywhere
- 8. What should be considered when typing text that contains both commas and questions marks?**
- A. Space is mandatory after each
 - B. Only question marks require following spaces
 - C. Spacing is not necessary after any punctuation
 - D. Special attention to commas and question marks is required
- 9. Which finger should be anchored at home while pressing the left Shift key?**
- A. Index finger
 - B. Middle finger
 - C. Thumb
 - D. J finger
- 10. Where should your eyes be focused while typing?**
- A. On the keyboard
 - B. On the screen
 - C. On the copy
 - D. On the paper

Answers

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

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Explanations

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1. Which hand position is necessary for capitalizing letters on the left half of the keyboard?

- A. Right hand rests on the home row
- B. Left hand stays above the keyboard
- C. J finger anchored while using left Shift**
- D. Index finger only on the right side

The correct answer involves the use of the left Shift key while positioning your fingers appropriately. When capitalizing letters on the left half of the keyboard, the left hand should be in a ready position on the home row, specifically with the index finger positioned on the letter key. To capitalize letters like 'A', 'S', 'D', 'F', and 'G', you need to employ the left Shift key, which is typically pressed by the pinky finger of the left hand. This allows the index finger to strike the appropriate letter key without losing its position. Utilizing the left Shift key is crucial because it enables capitalizing letters without altering the standard hand position on the keyboard. By anchoring your J finger while using the left Shift, you maintain stability and control, which can improve typing accuracy and efficiency while capitalizing letters on the left side of the keyboard. This technique is essential for touch typing, allowing for a smooth transition between capital and lowercase letters. Other options do not effectively address the mechanics for capitalizing letters on the left side of the keyboard. For instance, resting the right hand on the home row does not assist with capitalizing letters from the left half. Keeping the left hand above the keyboard does not facilitate typing at all,

2. Is it correct to space between parentheses and the text within them?

- A. Yes, always
- B. Only for clarity
- C. No, do not space**
- D. Only in formal writing

In standard writing and typing conventions, it is considered correct to not place any space between parentheses and the text inside them. For example, when using parentheses, the text should appear as (example) without any spaces following the opening parenthesis or preceding the closing one. This rule helps maintain the clarity and readability of the text, ensuring that the information enclosed in the parentheses is clearly associated with the sentence it supplements. While there may be instances where spacing might be introduced, such as for personal stylistic choices or in certain informal contexts to enhance readability, these cases are exceptions rather than the norm. In formal writing and most established style guides, consistent adherence to the no-space convention is preferred to maintain professionalism and uniformity throughout the document. Understanding this rule is crucial for effective communication, especially in academic and professional settings where precision in formatting can impact clarity and understanding.

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 can self-assessment play a role in improving typing skills?

- A. It discourages regular practice
- B. It helps identify strengths and weaknesses in typing performance**
- C. It offers no value
- D. It relies solely on peer feedback

Self-assessment is a powerful tool for individuals looking to improve their typing skills, as it enables a person to critically evaluate their own performance. By engaging in self-assessment, typists can identify specific areas where they excel, such as speed or accuracy, as well as areas that require improvement, like finger placement or error rates. This knowledge allows individuals to focus their practice on those weaknesses, making their efforts more targeted and effective. Incorporating self-assessment into a learning routine encourages reflective learning. When individuals are aware of their strengths, they can utilize those to build confidence while strategically addressing their weaknesses, ultimately leading to overall enhancement in their typing abilities. This self-reflective practice can lead to a more personalized approach to skill development, which is often more productive than relying solely on external evaluations or experiences.

5. What is the primary benefit of practicing touch typing?

- A. Improved muscle memory for specific keys**
- B. Increased visual attention while typing
- C. Ability to multitask while typing
- D. Reduction in typing errors due to visual feedback

The primary benefit of practicing touch typing is the development of improved muscle memory for specific keys. Touch typing involves using all fingers to type without having to look at the keyboard, which allows users to develop a strong familiarity with the location of each key. This skill enhances the speed and accuracy of typing, as the fingers learn the positions through repeated practice, enabling a more fluid and efficient typing process. As a result, users can focus their attention on the content they are typing instead of searching for keys, which greatly contributes to overall typing proficiency.

6. What is the importance of understanding keyboard shortcuts for software applications?

- A. They reduce the time spent learning software
- B. They streamline tasks and improve overall productivity**
- C. They make typing more challenging
- D. They are only useful for advanced users

Understanding keyboard shortcuts for software applications significantly enhances efficiency and effectiveness when using various programs. Shortcuts allow users to perform tasks more quickly than with a mouse, reducing the time needed to navigate menus and interface elements. This streamlined approach not only saves time during individual tasks but also contributes to a smoother workflow overall. By memorizing commonly used shortcuts, users can execute actions like copy, paste, save, and undo with just a few keystrokes. This leads to fewer interruptions in concentration, which can aid in maintaining a steady rhythm of work. As tasks become more fluent, users can spend more time focusing on their projects rather than on the mechanics of using the software. Thus, mastering keyboard shortcuts can result in heightened productivity, enabling users to accomplish more in less time. While other options touch on aspects of learning and usability, they do not capture the comprehensive impact that keyboard shortcuts have on productivity across all user levels.

7. When typing, where should the closing quotation mark be placed in relation to a period or comma?

- A. After the period or comma
- B. Before the period or comma**
- C. On the same line as the period or comma
- D. It can be placed anywhere

The correct placement of the closing quotation mark in relation to a period or comma follows a specific convention that is important for clarity and adherence to grammatical standards. The closing quotation mark should be placed before the period or comma. This structure maintains the integrity of the quoted material and properly indicates the end of the quotation. For instance, when you have a sentence that includes a quote, such as: "The sky is blue", it is clear that the sentence is concluding with the period placed after the closing quotation mark. This keeps the quotation intact as a single cohesive unit, making it obvious that the quote is a distinct part of the statement, and it adheres to common styles of punctuation in English grammar. This convention helps avoid ambiguity for the reader and contributes to a smooth reading experience. Misplacing the quotation mark can lead to confusion about where a quotation ends and where the sentence's punctuation begins. Therefore, placing the closing quotation mark before the period or comma is the accepted practice in most writing styles.

8. What should be considered when typing text that contains both commas and questions marks?

- A. Space is mandatory after each**
- B. Only question marks require following spaces
- C. Spacing is not necessary after any punctuation
- D. Special attention to commas and question marks is required

When typing text that contains both commas and question marks, considering the proper spacing after these punctuation marks is crucial for clarity and readability. After any punctuation, including commas and question marks, a space is typically required before the next word. This practice ensures that the text appears clean and organized, making it easier for readers to follow the content without confusion. Commas are used to separate elements in a sentence, and failing to include a space after a comma can lead to a cluttered appearance. Question marks signify the end of a query, and not placing space after them can also detract from the overall presentation of the text. Thus, following the rule of including a space after each punctuation mark contributes positively to the effectiveness of written communication.

9. Which finger should be anchored at home while pressing the left Shift key?

- A. Index finger
- B. Middle finger
- C. Thumb
- D. J finger**

The correct choice is the J finger, which is also referred to as the index finger in many typing contexts. In touch typing, the home row is where the fingers are positioned on the keyboard, typically resting on the keys A, S, D, F, J, K, L, and semicolon. When using the left Shift key, it is standard practice for the right hand to handle the capital letter input, while the left hand's index finger remains anchored on the home row, specifically resting on the J key. This positioning provides stability and allows for smooth transitions between keys without losing the home row positioning. Proper finger placement is essential in touch typing as it maximizes speed and accuracy. The choice of J finger as the anchor while pressing the left Shift key facilitates a more balanced and efficient typing technique, ensuring that the typist can maintain consistent positioning and avoid unnecessary hand movements. This method strengthens muscle memory and contributes to more fluid typing as each key is easily reached from the home position.

10. Where should your eyes be focused while typing?

- A. On the keyboard
- B. On the screen
- C. On the copy**
- D. On the paper

The focus should be on the copy while typing, as this practice promotes better accuracy and efficiency. By keeping your eyes on the content you are transcribing or typing, you can ensure that you are paying attention to the meaning of the text, which assists in maintaining context and flow. This method helps in reducing errors that might occur from distraction or from trying to look back and forth between the keyboard and the screen. Good typing technique involves using touch-typing skills where the hands know their position on the keyboard, allowing the typist to maintain their gaze on the copy. This approach enhances comprehension and reduces the likelihood of straying from the intended text. In contrast, focusing on the keyboard can hinder your ability to understand and accurately capture the information from the copy, while looking at the screen or paper might create unnecessary distractions. Keeping your eyes on the copy ensures a more seamless and focused typing experience.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://keyboardingost131.examzify.com>

We wish you the very best on your exam journey. You've got this!

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