

DOS Keyboarding Tutor Quiz Sheet – Comp082

Write your **name:** _____ **ID#** _____

Your **class:** _____ **Teacher's Name:** _____ **Date:** _____

Instructions:

1. Start your DOS Keyboarding program (KEYBRD.EXE).
2. Select 2. Touch Typing Exercises
3. Select B. Exercises
4. **Wait.** Your teacher will tell you which exercise to select and when to begin.

First Time

1. Do the exercise once.
2. Fill in the three blanks below.

Speed: _____ *confirmed* ()

Accuracy: _____ *confirmed* ()

Did you look at the keyboard while typing? (yes or no) _____

3. Raise your hand and wait for the teacher to confirm your scores.
4. ***Leave the computer report on the screen until the teacher confirms it.***

Second Time

5. Do the exercise once.
6. Fill in the three blanks below.

Speed: _____ *confirmed* ()

Accuracy: _____ *confirmed* ()

Did you look at the keyboard while typing? (yes or no) _____

7. Sign and date the statement of honesty and *then* wait for the teacher to confirm your scores. ***Leave the computer report on the screen until confirmed.***

Statement by student: *I verify that all of the above information is true and correct*

Your signature: _____ Date: _____

Marking

For scores to count, the teacher has to see that the Speed and Accuracy are filled in correctly. So please *fill in this information* and **THEN** raise your hand and wait for the teacher.

If the results report is not on the screen when the teacher confirms that the results are completed accurately, the teacher cannot confirm them and no score will be given.

(Teachers can't see or remember your scores until they are written down.)

The benchmark score for a C grade is **25** wpm with **97%** accuracy.

For each trial, starting with a score of 75 ...

- One point is added for each wpm over 25 and one point is deducted for each wpm under 25.
- One point is added for each percentage accuracy over 97 and one point is deducted for each percentage accuracy under 97.

You aren't supposed to look at the keyboard while you type.

Five points are deducted for looking at the keyboard during the exercise. But ...

In case you must look at the keyboard anyway ...

- **You can get the 5 points back for honesty.** If you answer 'yes' to *Did you look at the keyboard while typing?* then no points will be deducted.
- If you answer NO but your teachers saw you glance at the keyboard, the full five points are deducted.