

Digital Draft Review

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Understanding Keyboarding and Document Formatting

Name: _____

Date: _____

Answer the following questions based on our lesson about typing and formatting narratives.

1. What is one benefit of good typing skills?

- A. It makes your hands tired
- B. It helps communicate effectively
- C. It takes longer to write

2. When typing, your hands should be positioned on the ____ keys.

3. What are two things you can do to make a document look neat and professional?

4. Typing is the same as handwriting.

- True False

5. How can checking spelling and formatting while typing improve your writing?

6. What does Proverbs 15:23 teach us about communication?

- A. It is good to speak without thinking
- B. Choosing words carefully is important
- C. Typing is only for computers

7. A man has joy in giving an ____ answer.

8. You should sit up straight with your feet flat while typing.

- True False

9. What should you do before typing your narrative?

- A. Start typing immediately
- B. Create a new document and format it
- C. Forget about formatting

10. What was challenging about typing today?

Answer Key

1. It helps communicate effectively 2. home row 3. Using proper margins and formatting paragraphs. 4. False 5. It helps to prevent mistakes and makes the document clearer for the reader. 6. Choosing words carefully is important 7. apt 8. True 9. Create a new document and format it 10. I found it hard to remember where the keys are.