



Test Preparation Packet

Business Technology 1
(BT1)

Keyboarding Unit

1 Minute Tests

How to Practice

1. Log in to MicroType 3.0.
2. Click on Keyboarding Skill Builder.
3. Select the “Diagnostic Test” button in the bottom right hand corner of the screen. 
4. Select the file you want to be tested on (file name corresponds to the lines in your Test Packet).
5. Key the line from your test packet. Press return and key again. Repeat until time is up. When your time has expired, a dialog box will pop up with your results. Click OK.
6. Move on to your second timing by pressing the timer in the bottom right corner. IMPORTANT! You always need to practice in sets of two attempts for the computer to record your scores. When finished, read your result box and click OK. 
7. Review your results for both attempts by scrolling down to Page 2.
8. If you are just practicing, you do not need to save your results.
9. To practice again, click on File/New Diagnostic Writing.
10. If this is a real test, click on File/Save As (make sure you are saving into your server folder) and name your timing as follows:

1st Attempt: *yourlastname unit1afirst*
2nd Attempt: *yourlastname unit1asecond*
11. If you need to review your attempts to determine which is best, click on File/Open Diagnostic Writing and find your saved files in your server folder.
12. If this is a real test: Print Page 2 **only** of your test results. (File/Print/in the Print Range area, select the “Page” button and type a 2 in the box to its right)
13. Before turning in your best test, you need to circle your best attempt you would like graded and use your 1 Minute Grading Scale handout to deduct any necessary points for speed and accuracy. Please indicate -0 points even if you did well and do not require any deductions so your teacher can be sure you reviewed your results.

Unit 1

Test Date: _____

MTP Lessons Tested: 1, 2

Keys Tested: Home Row, Enter Key, Space Bar

Directions: Choose a line from the following list. Key the line and press Enter (↵). Key the same line again, press Enter. You will key the same line over and over for 1 minute.

1a) as a lad; a fall fad; ask all dads; as a fall fad; ↵

1b) a sad dad; all lads fall; ask a lass; a jak salad; ↵

1c) add a jak; a fall ad; all fall ads; ask a sad lass ↵

1d) a sad fall; all fall ads; as a lass asks a sad lad ↵

Unit 2

Test Date: _____

MTP Lessons Tested: 1-6

Keys Tested: Unit 1 keys plus h, e, i, r, o, t

- 2a) if she is; ask a lad; to the lake; off the old jet ↵
- 2b) he or she; for a fit; if she left the; a jak salad ↵
- 2c) he sold leeks to her; she sells jade at their lake ↵
- 2d) she is to ski; is for the lad; ask if she has jade ↵

Unit 3

Test Date: _____

MTP Lessons Tested: 1-10

Keys Tested: Unit 1 and Unit 2 keys plus n, g, left shift, period, u, c

- 3a) Nida is to get the ice; Jacki is to call for cola. ←
- 3b) Ira is sure that he can go there in an hour or so. ←
- 3c) Leona has gone to ski; Jack had left here at nine. ←
- 3d) Nick sells jade rings; Jahn got one for good luck. ←
- 3e) Hugh has just taken a lead in a race for a record. ←

Unit 4

Test Date: _____

MTP Lessons Tested: 1-14

Keys Tested: Unit 1, Unit 2, and Unit 3 keys plus w, right shift, b, y, m, x

4a) Jacki is now at the gym; Lex is due there by four. ↵

4b) Joni saw that she could fix my old bike for Gilda. ↵

4c) Jo Buck won a gold medal for her sixth show entry. ↵

Unit 5

Test Date: _____

MTP Lessons Tested: 1-18

Keys Tested: Unit 1, Unit 2, Unit 3, and Unit 4 keys **plus** p, v, q, comma, z, and colon

5a) Lock may join the squad if we have six big prizes. ↵

5b) Nigel saw a quick red fox jump over the lazy cubs. ↵

5c) Jacky can now give six big tips from the old quiz. ↵

5d) Nat will vex the judge if she bucks my quiz group. ↵

5e) Jack viewed unique forms by the puzzled tax agent. ↵

Unit 6

Test Date: _____

MTP Lessons Tested: 1-20

Keys Tested: Units 1-5 plus CAPS LOCK, Question Mark, Tab Key and Backspace

Note: Line 6a represents the entire alphabet.

6a) Zosha was quick to dive into my big pool for Jinx. ↵

6b) Type these STATE codes: OR, ND, RI, NV, AL, and PA. ↵

↑
Space twice after a colon.

6c) ^{Tab} → The tab key is used to indent blocks of copy such as this. ↵

6d) ^{Tab} → You might be amazed how your speed will increase if you first push for speed and then level off to take control at just the right speed. Try it now. ↵

↑
Space twice after a period at the end of a sentence or Microtype will count this as an error.

2 Minute Tests

How to Practice

1. Log in to MicroType 3.0.
2. Click on Keyboarding Skill Builder.
3. Click on any Lesson A – T. Each of these lessons covers all keys of the alphabet.
4. Click on the Measurement Writing tab at the bottom of the screen.
5. REMINDERS!
 - a) Your Backspace key will now work, but if you backspace frequently on the tests, you will lose technique points.
 - b) Remember to hit Tab at the beginning.
 - c) Remember to space twice after periods at the end of sentences or Microtype will count this as an error.
 - d) If you finish typing the first paragraph on the screen, hit Enter and another paragraph will appear. You need to keep typing the entire two minutes.
 - e) If you have more than 12 errors, Microtype will not calculate a score for you on your timing.
 - f) There is not a way to print these results, so if this is for an actual in-class test, be sure the teacher has recorded your results before you begin another attempt.
 - g) To practice again, click on the purple back arrow and choose another lesson.