



Keyboarding Tests

Keyboarding

Typing speed and accuracy. Test takers will be tested in a paragraph format using a hard copy.

10-Key

Measures speed and accuracy of numeric data entry using the 10 key pad on the keyboard.

Data Entry 1 – Vendor

Measures speed and accuracy of alphabetic and numeric vendor data entry, including addresses and telephone numbers.

Data Entry 2 – Inventory

Measures speed and accuracy of alphabetic and numeric data entry in an inventory format.

Data Entry 3 – Invoice

Measures ability to enter multiple sales orders. Data includes addresses, phone numbers, stock items and quantities.