



Data Entry Skills Test 3- (Operator)

Test Preview

PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES FOR THIS TEST :

The Data Entry Skills Test 3 is a computer-based test that is administered under strict timed conditions. It requires: hearing and comprehending spoken information (i.e. procedural and test information) ; seeing and comprehending written material (i.e. numerals, words, phrases, directions for completing the test) on a computer screen (usually in standard color print on black background); sitting for approximately 20 minutes; performing physical actions involved in typing on a keyboard (i.e., moving arms, hands, fingers, head); simultaneously manipulating test materials (i.e., test booklet).

prior to

KEYBOARD SKILLS TEST

It measures...

The ability to enter data quickly and accurately using a standard typewriter / computer keyboard.

You can prepare by...

- Practicing data entry/typing exercises found in typing manuals.
- Entering data from a telephone directory into different fields on a computer screen using a keyboard or using a typewriter.
- Taking a typing course through a trade school, high school, or college continuing education department.

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An example of the test exercise...

You will be asked to enter customer's data (i.e., underlined information) on a record like the one below:

#1

<u>ELLIOT</u>	<u>HARRY</u>	<u>28 OAK DR., APT. 341</u>	<u>DURHAM</u>	<u>NC</u>	<u>27702</u>
<u>GREEN</u>	<u>SARA</u>	<u>7766 DOWNSHIRE BLVD.</u>	<u>PARSIPPANY</u>	<u>NJ</u>	<u>07054</u>
<u>LONG</u>	<u>JULIE</u>	<u>466 WESTMINSTER N.</u>	<u>WILMINGTON</u>	<u>DE</u>	<u>18850</u>

#2

<u>JACKSON</u>	<u>CAROL</u>	<u>POST OFFICE BOX 329</u>	<u>CHARLOTTE</u>	<u>NC</u>	<u>28242</u>
<u>MAXWELL</u>	<u>JOHN</u>	<u>2084 BELGRAVE ROAD</u>	<u>LARGO</u>	<u>FL</u>	<u>34694</u>
<u>MIDDLETON</u>	<u>WILLIAM</u>	<u>3787 HOWARD CR.</u>	<u>SAN ANTONIO</u>	<u>TX</u>	<u>78284</u>