**KEYBOARDING APPLICATIONS**

**PROCEDURES**

* Review the event guidelines below
* Be able to demonstrate basic keyboarding applications skills
* Produce a personal letter, a one-page report, and a one or two column table centering
* Forty-five (45) minutes will be allowed for the skills test at the school testing site.
* Word division manuals and dictionaries may be used as reference materials for the event.
* In addition, students may use the FBLA-PBL Format Guide.
  1. Students must bring these materials with them to the event if they wish to use them.
* Able to use the 22-page guide (Format Guide) during the Production/Performance of the test.
  1. You need to practice and know this inside and out to save time.
  2. Electronic copy is located on [www.showbie.com](http://www.showbie.com) under FBLA, Keyboarding Applications Assignment or at <http://www.fbla-pbl.org/files/9914/7137/2731/Format-Guide-FBLA-Competitive-Events.pdf>

**RESOURCES**

* Format Guide (Ms. Mosley will provide this to you) <http://www.fbla-pbl.org/files/9914/7137/2731/Format-Guide-FBLA-Competitive-Events.pdf>







