Senior Typist Practice Test Questions and Answers

1. What is the standard typing speed requirement for most Senior Typist positions?

A) 40-50 WPM

B) 50-60 WPM

C) 60-70 WPM

D) 70-80 WPM

2. Which keyboard shortcut is used to select all text in a document?

A) Ctrl + A

B) Ctrl + S

C) Ctrl + C

D) Ctrl + V

3. In business correspondence, what is the proper spacing after a period at the end of a sentence?

A) One space

B) Two spaces

C) Three spaces

D) No additional space

4. Which of the following is the correct format for a business letter date?

A) 12/15/24

B) December 15, 2024

C) 15-Dec-2024

D) Dec. 15th, 2024

Answers: 1-C 2-A 3-A 4-B

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