

**Ten Key Mastery Week 8 Tips**  
**Lesson 27 and Optional Timing 6**  
**Final Exam in Blackboard**

[Ten Key Mastery Website](#)

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Do each lesson AT LEAST three times. If you find any of the reaches in these lessons difficult, do them five times instead of three times.

Lesson 27

This is an employment banking test that may take you longer to complete than the other lessons because it is a 10-minute timing. This test will gauge your speed and accuracy for a 10-minute period. You do not need to type the decimal '.' key when typing a number. For example, to type \$19.50, you'll type 1950 because the decimal key is automatic. Many industries do this to save keystrokes.

You will notice your current ESP. score and current Accuracy rate as you enter each entry. This will allow you to reset the timing if you need to start over before the time is up. I suggest you do this if your accuracy is below 95 percent.

Optional Lesson (Timing) 6

This is a 2-minute timing with mixed keys and practice with the plus (+), minus (-), and asterisk (\*) keys. If you prefer, you can use the ENTER or the plus sign to type the +. Type an \* to total a column. You do not need to type the decimal '.' key when typing a number for this timing.

Final Exam

After finishing all Ten Key lessons, you'll take the final exam in Blackboard. This exam consists of 20 multiple choice questions that cover the 10-key pad and questions from your syllabus and the Ten Key Mastery for Students PDF file. You must pass this exam to get credit for the course.

Good luck!