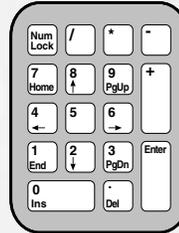


# Keyboarding Project 16

## 16a Numeric Keypad Review

Use the calculator accessory to complete the drills shown at the right. The answers are shown in blue. The answers to the division problems are rounded to two places.



### Drill 1 - Addition

**A**

$$\begin{array}{r} 186 \\ +379 \\ \hline 565 \end{array}$$

**B**

$$\begin{array}{r} 495 \\ +310 \\ \hline 805 \end{array}$$

**C**

$$\begin{array}{r} 297 \\ +214 \\ \hline 511 \end{array}$$

**D**

$$\begin{array}{r} 756 \\ + 48 \\ \hline 804 \end{array}$$

**E**

$$\begin{array}{r} 397 \\ +171 \\ \hline 568 \end{array}$$

### Drill 2 - Subtraction

**A**

$$\begin{array}{r} 879 \\ -214 \\ \hline 665 \end{array}$$

**B**

$$\begin{array}{r} 835 \\ -167 \\ \hline 668 \end{array}$$

**C**

$$\begin{array}{r} 436 \\ -210 \\ \hline 226 \end{array}$$

**D**

$$\begin{array}{r} 908 \\ -314 \\ \hline 594 \end{array}$$

**E**

$$\begin{array}{r} 705 \\ -267 \\ \hline 438 \end{array}$$

### Drill 3 - Multiplication

**A**

$$\begin{array}{r} 71 \\ \times 3 \\ \hline 213 \end{array}$$

**B**

$$\begin{array}{r} 46 \\ \times 13 \\ \hline 598 \end{array}$$

**C**

$$\begin{array}{r} 57 \\ \times 45 \\ \hline 2,565 \end{array}$$

**D**

$$\begin{array}{r} 20 \\ \times 61 \\ \hline 1,220 \end{array}$$

**E**

$$\begin{array}{r} 498 \\ \times 27 \\ \hline 13,446 \end{array}$$

### Drill 4 - Division

**A**

$$\begin{array}{r} 102 \\ 7 \overline{)714} \end{array}$$

**B**

$$\begin{array}{r} 143.41 \\ 32 \overline{)4,589} \end{array}$$

**C**

$$\begin{array}{r} 354.82 \\ 17 \overline{)6,032} \end{array}$$

**D**

$$\begin{array}{r} 115.51 \\ 65 \overline{)7,508} \end{array}$$

**E**

$$\begin{array}{r} 226.43 \\ 14 \overline{)3,170} \end{array}$$

## 16b Build Skill

Key each line twice. Double-space between 2-line groups.

### Alphabet sentences

- 1 Zeb or Jack Gore explained why seven of them quit.
- 2 Jorge F. Bevins quickly swam the dozen extra laps.
- 3 Jackie Wilson helped Mary fix the big quartz vase.
- 4 Jewel amazed Vic by escaping quickly from the box.

### Speed sentences

- 5 Laurie may fish off the big dock down by the lake.
- 6 Rodney kept the shamrock in the box by the mantle.
- 7 The eight busy men did the problems for the girls.
- 8 The chair by the chapel in the city is an antique.

