

FBLA

WORD PROCESSING I – WRITTEN TEST

TRUE/FALSE

1. A double space leaves two blank lines between sentences.
2. A triple space is required after the salutation of a letter.
3. An insertion point is a vertical flashing bar that indicates your current position on the page.
4. To delete a single character to the right of the insertion point, use the delete key on the keyboard.
5. All text in a modified block style letter begins at the left margin.
6. Reports are usually double-spaced with indented paragraphs.
7. After using the spell check feature, you do not need to proofread your document.
8. A colon is the correct form of punctuation to use between the state and zip code.
9. There are 4 blank lines between the complimentary close and the writer's name.
10. The standard paper size is 8 ½" x 11".
11. In a letter keyed in modified block format, the date and the closing lines are centered.
12. Paragraphs in a letter are double-spaced.
13. A tab that inserts a row of dots when pressed is called a decimal tab.
14. A letter formatted with mixed punctuation has a comma following the salutation and the complimentary close.
15. In a table, text is usually aligned at the left, numbers at the right.

MULTIPLE CHOICE

16. How many times do you press the “enter” key after the typed writer’s name and the reference initials in a letter?
- once
 - twice
 - three times
 - four times
 - reference initials are not necessary
17. To erase characters to the right of the cursor, press the
- enter key
 - backspace key
 - space bar
 - you can’t erase characters to the right of the cursor
 - delete key
18. A character positioned slightly below the rest of the characters in a line of text is a
- subscript
 - space
 - superscript
 - ascenders
 - descenders
19. Text aligned without indentation is called
- justified
 - hyphenated
 - right justified
 - center justified
 - block
20. In a letter, the complimentary close is keyed a _____ below the last paragraph.
- single space
 - double space
 - triple space
 - quadruple space
21. The proofreader’s mark “stet: means
- let it stand
 - no new paragraph
 - delete
 - transpose
 - close up
22. In a letter, the salutation is keyed a _____ below the letter

- address.
- a. quadruple space
 - b. triple space
 - c. double space
 - d. single space
23. The symbol # used after a figure stands for
- a. number
 - b. pounds
 - c. ounces
 - d. weight
 - e. inches
24. What mark of punctuation separates the day from the year in a date?
- a. period
 - b. semi-colon
 - c. apostrophe
 - d. comma
 - e. colon
25. The address in the upper left corner of the envelope is called the
- a. return address
 - b. letter address
 - c. mailing address
 - d. none of the above
26. The body of a report is usually
- a. single spaced
 - b. triple spaced
 - c. double spaced
 - d. quadruple spaced
27. The punctuation style of putting a colon after the salutation and a comma after the closing is
- a. closed punctuation
 - b. open punctuation
 - c. informal punctuation
 - d. formal punctuation
 - e. mixed punctuation
- 28.

Preset software features are called

- a. typefaces
 - b. templates
 - c. wizards
 - d. defaults
29. Setting margins, determining font sizes and line spaces is known as
- a. setup
 - b. placement
 - c. pagination
 - d. formatting
 - e. none of the above
30. The standard top margin for correspondence is
- a. 1 inch
 - b. 1 ½ inches
 - c. 2 inches
 - d. 2 ½ inches
 - e. 3 inches

PUNCTUATION (chose the missing punctuation)

- a. period
- b. comma
- c. semicolon
- d. colon
- e. none missing

I have one goal for myself (31)___to become the CEO of a Fortune 500 company.

John arrived about five minutes early for his interview (32)___however (33)___ he was dressed completely wrong for the occasion.

Having good skills is important (34)___ but having a good attitude is even more important.

Please check the gas (35)___ and fill up the oil.

Our business teacher earned her Ph (36)___D (37)___ at her graduation in December.

Grace picked up her clothes (38)___ and put away her C (39)___ D (40)___'s before school.

WORD CHOICE (chose the correct word to complete sentence)

41. The teacher excused the student's tardy, but she asked why no one _____ him forgot to reset his clock for daylight savings time.
a. accept
b. except
42. The employment growth in a field will _____ your chances of getting a job.
a. affect
b. effect
43. Other women _____ Sandra Day O'Connor and Ruth Bader Ginsberg will someday sit on the United States Supreme Court.
a. beside
b. besides
44. The city government contributed _____ for the building expense.
a. capital
b. capitol
45. Because of spell checkers, workers can produce reports containing _____ errors.
a. fewer
b. less
46. I'm sorry, but my _____ life is not your business.
a. passed
b. past
47. "What car are we using, and _____ going to cover our expenses?"
a. who's
b. whose
48. If _____ like most Americans, you'll hold eight jobs before the age of 40.
a. you're
b. your
49. Letterhead _____ is the proper paper type for a business letter.
a. stationary
b. stationery
50. After 20 years, the amount of interest was higher than the _____.
a. principal
b. principle

KEYBOARDING LEFT HAND (chose the letter of the correct finger used to keyboard each character)

- a. little finger of left hand
 - b. ring finger of left hand
 - c. middle finger of left hand
 - d. index finger of left hand
51. Which finger is used to key the “w”?
52. Which finger is used to key the “x”?
53. Which finger is used to key the “t”?
54. Which finger is used to key the “q”?
55. Which finger is used to key the “c”?

KEYBOARDING RIGHT HAND (chose the letter of the correct finger used to keyboard each character)

- a. little finger of right hand
 - b. ring finger of right hand
 - c. middle finger of right hand
 - d. index finger of right hand
56. Which finger is used to key the “.”?
57. Which finger is used to key the “m”?
58. Which finger is used to key the “,”?
59. Which finger is used to key the “l”?
60. Which finger is used to key the “y”?

TABLES (use the table below to answer the following questions)

SUPER HIGH SCHOOL
FBLA Skill Event Registration

<u>Name</u>	<u>Grade</u>	<u>Event</u>
Angela Morning	9	Word Processing I
Sabrina Oldton	11	Word Processing II
Ceilidh Shorts	10	Computer Applications

61. What kind of heading is **SUPER HIGH SCHOOL**?
 - a. main heading
 - b. column heading
 - c. sub (or secondary) heading

62. What kind of heading is **FBLA Skill Event Registration**?
 - a. main heading
 - b. column heading
 - c. sub (or secondary) heading

63. What kind of alignment is the **Event** column?
 - a. center
 - b. left
 - c. right

64. What kind of alignment is the **Name** column?
 - a. center
 - b. left
 - c. right

65. What kind of spacing is the body of the table?
 - a. double
 - b. single
 - c. triple

LETTERS (use the letter below to answer the following questions)

- a. body
 - b. dateline
 - c. inside address
 - d. complimentary close
 - e. salutation
66. February 26, 2002
67. Ms. Betty J. Essex
FBLA State Director/Adviser
AZ Department of Education
1535 West Jefferson
Phoenix, AZ 85007
68. Dear Ms. Essex
69. Thank you for attending our regional conference. Your presence was the highlight of the day.
- We would like to acknowledge your visit with a special gift to the Ronald McDonald House Charities in your name.
70. Sincerely
- Darren Lee
Regional Vice-President