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## WORD PROCESSING

### Overview

A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond entry level.

This event consists of two parts: an objective test taken at the NLC and a skills production test taken prior to the NLC.

This is an individual event.

### Competencies and Task Lists

[http://www.fbla-pbl.org/docs/ct/FBLA/word\\_processing.pdf](http://www.fbla-pbl.org/docs/ct/FBLA/word_processing.pdf)

### Website Resources

- FGCJ Word 2007 Tutorial  
<http://www.fgcj.edu/support/office2007/Word/index.asp>
- Microsoft Word 2007 Tutorial  
<http://www.baycongroup.com/wlesson0.htm>
- Word Processing  
<http://wordprocessing.about.com/>
- Word Processing Terms  
[http://www.webopedia.com/Software/Word\\_Processing](http://www.webopedia.com/Software/Word_Processing)

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## WORD PROCESSING SAMPLE QUESTIONS

1. When you delete a file from your hard drive, what happens to it?
  - a. It gets moved to the clipboard.
  - b. It moves to an inactive file until you need it again.
  - c. It is destroyed.
  - d. It gets moved to the recycle bin.

**Competency:** Basic Keyboarding Terminology and Concepts

2. What feature would be useful for troubleshooting problems and explaining specific subjects?
  - a. the thesaurus
  - b. using the full screen reading feature
  - c. setting up macros
  - d. the help feature

**Competency:** Basic Keyboarding Terminology and Concepts

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3. \_\_\_\_ replaces the file menu present in previous versions of Word.
- File button
  - Presentation button
  - Clipart button
  - Office button

**Competency:** Basic Keyboarding Terminology and Concepts

4. Illegal copying of software is called:
- plagiarism
  - flaming
  - piracy
  - trolling

**Competency:** Basic Keyboarding Terminology and Concepts

5. Turning in someone else's work as your own and copying words or ideas from someone else without giving credit is called:
- information piracy
  - plagiarism
  - flaming
  - shareware

**Competency:** Basic Keyboarding Terminology and Concepts

6. Which one of the following terms would you use if your text automatically moves to the next line while typing a paragraph?
- hard return
  - continuous break
  - soft return
  - section break

**Competency:** Basic Keyboarding Terminology and Concepts

7. What is the shortcut keys/command are used to horizontally center a title on your page?
- shift T
  - shift C
  - ctrl H
  - ctrl E

**Competency:** Basic Keyboarding Terminology and Concepts

8. A \_\_\_\_\_ is a user interface element that presents a user with a sequence of dialog boxes that lead the user through a series of well-defined steps.
- function
  - macro
  - wizard
  - tracker

**Competency:** Related Application Knowledge

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9. A subject line is used in a letter to:
- list the attachments of the letter
  - call attention of a department or job title
  - show the writer's initials
  - alert the reader to the content of the letter

**Competency:** Basic Keyboarding Terminology and Concepts

10. Whenever you need to repeat text or graphics on all your pages in a document, the best way to do this would be with a:
- wizard
  - macro
  - add-in
  - header/footer

**Competency:** Basic Keyboarding Terminology and Concepts

11. What feature would you use if you wanted to type a list of related items that are **not** indicating sequential or importance?
- bulleted list
  - outline list
  - numbered list
  - sorted list

**Competency:** Basic Keyboarding Terminology and Concepts

12. You can use the \_\_\_\_\_ dialog box to insert symbols, such as  $\frac{1}{4}$  and ©, or special characters, such as an em dash (—) or ellipsis that are **not** on your keyboard.
- shapes
  - quick parts
  - equation
  - symbol

**Competency:** Basic Keyboarding Terminology and Concepts

13. \_\_\_\_\_ sometimes called tab leaders (and occasionally called trailing ellipsis), are often seen on a table of contents page.
- Dot leaders
  - Right tabs
  - Decimal tabs
  - Center tabs

**Competency:** Basic Keyboarding Terminology and Concepts

14. If you wanted to split the text in your document into two or three vertical sections, what feature would you use?
- columns
  - breaks
  - themes
  - page borders

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**Competency:** Basic Keyboarding Terminology and Concepts

15. If you needed to create an invoice or newsletter as quickly as humanly possible, what feature in Microsoft Word could you use?
- macro
  - footnote
  - template
  - merge

**Competency:** Advanced Applications

16. What tool would allow you to record a sequence of keystrokes that can be "played" with a keyboard shortcut?
- macro
  - table
  - record
  - function

**Competency:** Advanced Applications

17. \_\_\_\_\_ are details about a file that describe or identify it; such as the title, the author name, the subject, and the keywords that identify the document's topic or contents.
- File facts
  - Document properties
  - Security facts
  - Text permissions

**Competency:** Advanced Applications

18. To assign a name to a specific point in a document, you would use the \_\_\_\_\_ feature.
- bookmark
  - hyperlink
  - page number
  - symbol

**Competency:** Advanced Applications

19. \_\_\_\_ can be accomplished by setting its right and left margin widths to auto.
- Right aligning
  - Vertically centering
  - Left aligning
  - Horizontally centering

**Competency:** Advanced Applications

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20. Which one is the correct format for a website?
- a. Jacobs, Jane. FBLA/PBL. October 13, 2009 <http://www.fbla-pbl.org/>.
  - b. J. Jacobs. FBLA/PBL. October 13, 2009 <http://www.fbla-pbl.org/>.
  - c. Jacobs, Jane. FBLA/PBL. 13 October 2009 <http://www.fbla-pbl.org/>.
  - d. Jane Jacobs. 13 October 2009, FBLA/PBL. <http://www.fbla-pbl.org/>.

**Competency:** Advanced Applications

21. The default font size for Word 2007 is:
- a. 9 point
  - b. 11 point
  - c. 10 point
  - d. 12 point

**Competency:** Document Formatting Rules and Standards

22. What is the standard spacing after punctuation that ends a sentence?
- a. one space
  - b. two spaces
  - c. one or two spaces
  - d. no spaces

**Competency:** Document Formatting Rules and Standards

23. Tabs can be set in the Tabs Dialog Box or here.
- a. page set up group
  - b. paragraph tab
  - c. scroll bar
  - d. ruler

**Competency:** Document Formatting Rules and Standards

24. A typeface that contains a narrow line or extension at the top and bottom of the primary strokes on characters is known as:
- a. embossed
  - b. monospaced
  - c. serif
  - d. sans serif

**Competency:** Document Formatting Rules and Standards

25. Which statement would **not** be a good proofreading technique?
- a. Read the paper **only** once because reading it more will make your eyes tired causing you to miss errors.
  - b. Read backward, word by word (for typos and spelling mistakes).
  - c. Take a break (as little as five minutes) between writing and proofreading.
  - d. Ask someone to read the paper to you, or read the paper to someone else.

**Competency:** Grammar, Punctuation, Spelling, and Proofreading

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26. Which one of the following words is spelled correctly?

- a. indespensible
- b. endespensable
- c. indispensable
- d. endispensable

**Competency:** Grammar, Punctuation, Spelling, and Proofreading

27. The proofreader's mark ^ means to:

- a. insert
- b. move up one line
- c. return to the top of the page
- d. delete

**Competency:** Grammar, Punctuation, Spelling, and Proofreading

28. What does the red wavy line below a word mean?

- a. check the spacing
- b. check the grammar
- c. check the format
- d. check the spelling

**Competency:** Grammar, Punctuation, Spelling, and Proofreading

29. If a document contains comments, print only the comments by choosing this option at the Print dialog box.

- a. document properties
- b. document suggestions
- c. list of mark up
- d. document showing markup

**Competency:** Printing

30. What is the keyboard shortcut to print a document?

- a. shift P
- b. function P
- c. ctrl P
- d. alt P

**Competency:** Printing