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## COMPUTER APPLICATIONS

### Overview

This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

This event consists of two parts: an objective test taken at the NLC and a skills production test that must be submitted online by the third Friday of May to the national center.

This is an individual event.

### Competencies and Task Lists

<http://www.fbla-pbl.org/competitive-event/computer-applications-fbla/>

### Website Resources

- Certiport  
<http://www.certiport.com>
- Jan's Illustrated Computer Literacy 101  
<http://www.jegsworks.com/lessons/computerbasics/lessonintro.htm>
- Microsoft Word Mail Merge Tutorials  
<http://mistupid.com/technical/mailmerge>
- Webopedia  
<http://www.pcwebopedia.com/>
- Free Computer Dictionary  
[http://www.freedictionarydefinitions.com/?r=1&kw=Computer%20Dictionary%20Com&gclid=EAlaIQobChMI-s--q4al1QIVUIF-Ch1L5QzSEAYAYAAEgIP3fD\\_BwE](http://www.freedictionarydefinitions.com/?r=1&kw=Computer%20Dictionary%20Com&gclid=EAlaIQobChMI-s--q4al1QIVUIF-Ch1L5QzSEAYAYAAEgIP3fD_BwE)

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## COMPUTER APPLICATIONS SAMPLE QUESTIONS

- 1) The most effective network used to cover a city's wireless system is a \_\_\_\_.  
A) WAN  
B) PAN  
C) LAN  
D) MAN

**Competency:** Computer Terminology and Concepts

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- 2) What should be done before updating the operating system?
- A) schedule an hour of time
  - B) backup all important data
  - C) call friends for advice
  - D) shut down the computer

**Competency:** Computer Terminology and Concepts

- 3) The common name used for secondary storage in a computer.
- A) auxiliary storage
  - B) cylinder storage
  - C) closet
  - D) memory

**Competency:** Computer Terminology and Concepts

- 4) The DNS is used to translate a \_\_\_\_\_ into an IP address.
- A) domain name
  - B) MAC address
  - C) protocol
  - D) Web site

**Competency:** Computer Terminology and Concepts

- 5) The world's most popular WAN is:
- A) Facebook
  - B) Internet
  - C) Pandora
  - D) Twitter

**Competency:** Computer Terminology and Concepts

- 6) Find the name of the center icon on a web page located at the top right.
- A) Restore Down
  - B) Reopen
  - C) Tab Browsing
  - D) Close Down

**Competency:** Computer Terminology and Concepts

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- 7) What type of printer is an inkjet printer?
- A) laser
  - B) impact
  - C) dot matrix
  - D) non-impact

**Competency:** Computer Terminology and Concepts

- 8) Supplies networking capability to a group of computers in close proximity to each other, e.g., in an office building, a school, or a home.
- A) WAN
  - B) PAN
  - C) BAN
  - D) LAN

**Competency:** Computer Terminology and Concepts

- 9) This is an example of a network device.
- A) Star
  - B) HUB
  - C) Point
  - D) Rotator

**Competency:** Computer Terminology and Concepts

- 10) \_\_\_\_\_ is the process of making changes to a document.
- A) Editing
  - B) Validation
  - C) Revising
  - D) Proofreading

**Competency:** Basic Application Knowledge and Word Processing

- 11) An example of a footer is:
- A) page number
  - B) wrap text
  - C) page break
  - D) widow/orphan

**Competency:** Basic Application Knowledge and Word Processing

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- 12) The information imported into the main document to complete a mail merge is called a \_\_\_\_\_ document.
- A) Data Source
  - B) File
  - C) Destination
  - D) Mailing

**Competency:** Basic Application Knowledge and Word Processing

- 13) A3:C11 is an example of:
- A) block
  - B) range
  - C) value
  - D) grid

**Competency:** Spreadsheet and Database Applications

- 14) The arrangement of fields within a specified field of a spreadsheet is referred to as \_\_\_\_
- A) sorting
  - B) organizing
  - C) filtering
  - D) editing

**Competency:** Spreadsheet and Database Applications

- 15) What is the term used when several cells are combined in a spreadsheet?
- A) Collate
  - B) Combine
  - C) Merge
  - D) Marriage

**Competency:** Spreadsheet and Database Applications

- 16) \_\_\_\_ is the name of the procedure used for cutting the edges of an illustration to fit in a given space.
- A) Cropping
  - B) Dividing
  - C) Merging
  - D) Cutting

**Competency:** Presentation, Publishing, and Multimedia Applications

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- 17) Which one of the following is not a component of the query Design view?
- A) design grid
  - B) table pane
  - C) field list(s)
  - D) navigation bar

**Competency:** Presentation, Publishing, and Multimedia Applications

- 18) An static image can be added to a document or slide is referred to as \_\_\_\_
- A) video.
  - B) video game.
  - C) diagram.
  - D) graphic.

**Competency:** Presentation, Publishing, and Multimedia Applications

- 19) A graphic editing program that offers artists and editors the ability to control textures, shading, and fine detail.
- A) bitmap
  - B) vector
  - C) cropping
  - D) computer assisted design and drafting

**Competency:** Presentation, Publishing, and Multimedia Applications

- 20) Allows video editing to occur at any sequence.
- A) tweeting
  - B) non-linear editing
  - C) animation
  - D) linear editing

**Competency:** Presentation, Publishing, and Multimedia Applications

- 21) A \_\_\_\_\_ is a block of text automatically appended at the bottom of an e-mail message that includes the sender's contact information.
- A) quotation
  - B) sender's autograph
  - C) signature block
  - D) attachment

**Competency:** Email, Integrated and Collaboration Applications

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- 22) A type of remote conferencing allowing people at different locations to talk with one another by telephone.
- A) video conference
  - B) fax conference
  - C) Web conference
  - D) teleconference

**Competency:** Email, Integrated and Collaboration Applications

- 23) The \_\_\_ command shows the differences between an original document and an edited copy of the original.
- A) combine
  - B) tracking
  - C) revisions
  - D) compare

**Competency:** Email, Integrated and Collaboration Applications

- 24) Proper and acceptable behavior on the Internet is referred to as \_\_\_
- A) I-Safe.
  - B) busiquette.
  - C) netiquette.
  - D) internet.

**Competency:** Netiquette and Legal

- 25) The act of making illegal copies of copyrighted software is referred to as \_\_\_
- A) file sharing.
  - B) creatively acquiring.
  - C) software piracy.
  - D) trademark infringement.

**Competency:** Netiquette and Legal

- 26) The underlying philosophy behind "netiquette" is \_\_\_
- A) remember the human.
  - B) pay it forward.
  - C) online information can be erased.
  - D) remember the golden rule.

**Competency:** Netiquette and Legal

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- 27) A potentially damaging computer program which can spread and damage files.
- A) worm
  - B) Trojan horse
  - C) spoofing
  - D) virus

**Competency:** Security

- 28) A security system consisting of hardware and/or software that prevents unauthorized intrusion is referred to as a \_\_\_\_
- A) encryption.
  - B) antivirus software.
  - C) intrusion security system software.
  - D) firewall.

**Competency:** Security

- 29) Deleted data can be recovered. To remove data from a hard drive permanently, the hard drive needs to be:
- A) deleted
  - B) wiped clean
  - C) dusted
  - D) vacuumed

**Competency:** Security

- 30) What is "Dear Mr. Finley" in a letter referred to as?
- A) recipient
  - B) closing
  - C) enclosure
  - D) salutation

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