

Overview

Word processing skills are necessary in today's world. This event recognizes FBLA members who demonstrate that they have acquired entry-level skills for word processing positions in business.

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

This event is only for grades 9 and 10.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/WORDPROCESSINGI.pdf>

Web Site Resources

- Business Education Links
<http://lessonplans.btskinner.com/>
- FGCU Word 2007 Tutorial
<http://www.fgcu.edu/support/office2007/Word/index.asp>
- Microsoft Word XP/2003 Tutorial
<http://www.baycongroup.com/wlesson0.htm>

WORD PROCESSING I SAMPLE QUESTIONS

1. The toolbar that contains buttons that can quickly apply such things as bold, italics, bullets, and paragraph alignment is called the:
 - a. Formatting toolbar
 - b. Task Panel
 - c. Menu Bar
 - d. Standard toolbar
2. Which button on the Standard toolbar is used to copy character formatting already applied to text to different locations in the document?
 - a. paste
 - b. copy
 - c. drawing
 - d. format Painter
3. Which word is spelled incorrectly?
 - a. acknowledgement
 - b. appearance
 - c. anilysis
4. Which word is spelled incorrectly?
 - a. imediately
 - b. management
 - c. maintenance

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5. Which word is spelled incorrectly?
- privelege
 - passed
 - paid
6. Which word is spelled incorrectly?
- cooperation
 - coarse
 - competible
7. To run a macro, use all but one of the following methods:
- use an assigned keyboard shortcut
 - Tools, Macros, and Run
 - use an assigned toolbar button
 - Tools, Macro, Macros, select macro desired, and click run
8. To move to a previous cell in a table press the:
- Shift+Tab
 - Tab
 - Backspace
 - Control + Backspace
9. Select the number of punctuation, capitalization, and grammar errors in the following sentence:
Jean arrived in San Francisco California on wednesday June 27.
- 1
 - 3
 - 2
 - 0
10. On the horizontal ruler, an upside down T indicates a _____ tab stop.
- decimal-aligned
 - right-aligned
 - centered
 - left-aligned
11. A(n) _____ is an example of an AutoShape.
- index
 - callout
 - canvas
 - toolbar
12. A _____ on the first page of a newsletter may consist, for example, of the information about the multiple columns of the newsletter.
- table of contents
 - headline
 - nameplate
 - subhead
13. Select the number of punctuation, capitalization, and number errors in the following sentence:
Elin gave \$300,000,000 to charity; our gift was only 75 cents.
- 2
 - 1
 - 0
 - 3

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14. To insert a document into an open Word document, click:
- Insert File on the Format menu
 - File on the Insert menu
 - the Insert File button on the Standard toolbar
 - Insert on the File menu
15. When using the find and replace feature to replace text that is uppercase, you should choose which option?
- use wild cards
 - find whole words only
 - uppercase only
 - match case
16. On the works cited page of an MLA style report, list works by each author's last name and _____ the title of the work.
- underline or boldface
 - boldface or italicize
 - enlarge or underline
 - italicize or underline
17. The _____ refers to the shape of the characters in a document.
- font
 - font size
 - design
 - style
18. _____ a word selects the entire paragraph, including the paragraph mark.
- Double-clicking
 - Left-clicking
 - Triple-clicking
 - Right-clicking
19. Which word processing view is useful for formatting documents that will be viewed on a computer screen or a browser?
- Print Layout
 - Normal
 - Outline
 - Web Layout
20. Which one of the following words is spelled incorrectly?
- ageism
 - singeing
 - sincerely
 - mortgageor
21. Which one of the following is the correct way to type a date in the return address of a letter?
- 2/15/2010
 - 2-15-10
 - Feb. 15, 2010
 - February 15, 2010
22. Which sentence is correct?
- Fewer receptionists are available now than before.
 - Less engineer are unemployed today.
 - Fewer receptionists is available now than before.
 - Less engineers is unemployed today.

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23. By default, pressing TAB indents the first line of a paragraph by how much?
- one-half inch
 - three-quarters of an inch
 - one-quarter inch
 - one inch
24. Which one of the following is **not** true of shading?
- shading does not print
 - shading can be applied to words or paragraphs
 - shading can be a pattern
 - shading can be a color
25. In mail merge terminology, all of the information about one person or object is called a:
- field
 - source document
 - main document
 - record
26. When the insertion point is located in the last cell in a table, what happens when you press the Tab key?
- The insertion point moves to the beginning of the table.
 - The insertion point moves to the end of the cell.
 - A new row is created at the bottom of the table.
 - The insertion point moves to the beginning of the row.
27. Text that appears at the top of every page in a document is called a:
- heading
 - footer
 - title
 - header
28. Which feature would you use to close all open documents and exit the software program?
- close button on the document window
 - close Window button in the File menu
 - close button on the title bar
 - exit command in the File menu
29. You are printing several copies of a letter on company letterhead, but the text is running on top of the letterhead. What should you do?
- adjust the top margin
 - use plain paper instead of letterhead
 - print on longer paper
 - adjust the page width
30. What does a green wavy line under a word indicate?
- a possible spelling error
 - an AutoCorrect adjustment
 - an AutoComplete adjustment
 - a possible grammar error