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

Website Resources
- FGCU Word 2007 Tutorial
  http://www.fgcu.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

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

3. _____ replaces the file menu present in previous versions of Word.
   a. File button
   b. Presentation button
   c. Clipart button
   d. **Office button**

   Competency: Basic Keyboarding Terminology and Concepts

4. Illegal copying of software is called:
   a. plagiarism
   b. flaming
   c. **piracy**
   d. 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:
   a. information piracy
   b. **plagiarism**
   c. flaming
   d. 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?
   a. hard return
   b. continuous break
   c. **soft return**
   d. 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?
   a. shift T
   b. shift C
   c. ctrl H
   d. **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.
   a. function
   b. macro
   c. **wizard**
   d. tracker

   Competency: Related Application Knowledge

9. A subject line is used in a letter to:
    a. list the attachments of the letter
    b. call attention of a department or job title
    c. show the writer's initials
    d. 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:
    a. wizard
    b. macro
    c. add-in
    d. 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?
    a. bulleted list
    b. outline list
    c. numbered list
    d. sorted list

Competency: Basic Keyboarding Terminology and Concepts

12. You can use the _____ dialog box to insert symbols, such as ¼ and ©, or special characters, such as an em dash (—) or ellipsis that are **not** on your keyboard.
    a. shapes
    b. quick parts
    c. equation
    d. 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.
    a. Dot leaders
    b. Right tabs
    c. Decimal tabs
    d. 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?
    a. columns
    b. breaks
    c. themes
    d. page borders

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?
    a. macro
    b. footnote
    c. template
    d. merge

Competency: Advanced Applications

16. What tool would allow you to record a sequence of keystrokes that can be "played" with a keyboard shortcut?
    a. macro
    b. table
    c. record
    d. 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.
    a. File facts
    b. Document properties
    c. Security facts
    d. Text permissions

Competency: Advanced Applications

18. To assign a name to a specific point in a document, you would use the _____ feature.
    a. bookmark
    b. hyperlink
    c. page number
    d. symbol

Competency: Advanced Applications

19. _____ can be accomplished by setting its right and left margin widths to auto.
    a. Right aligning
    b. Vertically centering
    c. Left aligning
    d. Horizontally centering

Competency: Advanced Applications

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

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