

## COMPUTER APPLICATIONS

- 1) The two main categories of computer systems are \_\_\_\_.
  - A) software or hardware
  - B) data or peripherals
  - C) hardware or peripherals
  - D) cache or networks
  
- 2) Printers use \_\_\_\_ to avoid mixing printout from several programs on a shared system.
  - A) spooling
  - B) slicing
  - C) paging
  - D) queuing
  
- 3) A \_\_\_\_ can take multiple shapes and sizes depending on where it is within a presentation software.
  - A) text box
  - B) mouse pointer
  - C) graph box
  - D) title box
  
- 4) What two items are included on the second default slide in a MS PowerPoint presentation?
  - A) title and content
  - B) title and text
  - C) content and text
  - D) content slide
  
- 5) When working with a spreadsheet, this type of a cell reference does **not** change when the formula is copied or moved to a new location.
  - A) embedded
  - B) absolute
  - C) fixed
  - D) relative
  
- 6) If you have created a database including all employees of a business, then all the information about one employee should be linked to one \_\_\_\_.
  - A) table
  - B) field
  - C) record
  - D) file

- 7) Any documents printed in portrait format will be \_\_\_\_.
- A) 8 by 11 1/2
  - B) wider than it is tall
  - C) the size of a portrait
  - D) taller than it is wide
- 8) The font \_\_\_\_ defines the appearance of letters, numbers, and special characters within a document.
- A) type
  - B) size
  - C) format
  - D) style
- 9) An e-mail message is broken into small chunks called \_\_\_\_\_ as it is sent to the recipients.
- A) user names
  - B) domain names
  - C) attachments
  - D) packets
- 10) This e-mail scam involves making the receiver think the email came from a legitimate source and usually contains information about a great opportunity or problem-solving product.
- A) spoofing
  - B) trolling
  - C) claim jumping
  - D) phishing
- 11) Computer software in which source code is released under a license in which the copyright holder grants users the rights to study, change, and distribute the software to anyone and for any purpose.
- A) trademarked software
  - B) public domain software
  - C) open source software
  - D) freeware
- 12) What is the basic rule of netiquette?
- A) disregard the receiver of your message
  - B) do unto others, as you'd have others do unto you
  - C) anything goes
  - D) you are only communicating with a computer

- 13) A \_\_\_ copies itself repeatedly, using up resources and possibly shutting down computers or networks.
- A) worm
  - B) spoofing
  - C) Trojan horse
  - D) virus
- 14) A subject line is used in a letter to \_\_\_\_\_.
- A) call attention of a department or job title
  - B) show the writer's initials
  - C) alert the reader to the contents of the letter
  - D) list the attachments of the letter
- 15) Which of the following is the most correct for the first line of an addressed envelope according to the FBLA Formatting Guide?
- A) MRS MARY S JONES
  - B) Mary S. Jones
  - C) Mrs. Mary S. Jones
  - D) MRS. MARY S. JONES

- 1) A
- 2) A
- 3) B
- 4) A
- 5) B
- 6) C
- 7) D
- 8) D
- 9) D
- 10) A
- 11) C
- 12) B
- 13) A
- 14) C
- 15) A