

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

-
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

-
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.

-
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