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 taken prior to the NLC. This is an individual event.

Competencies and Task Lists
http://www.fbla-pbl.org/docs/ct/FBLA/COMPUTERAPPLICATIONS.pdf

Website Resources
- Certiport
  http://www.certiport.com
- Jan's Illustrated Computer Literacy 101
  http://www.jegsworks.com/lessons/lessonintro.htm
- Microsoft Word Mail Merge Tutorials
  http://mistupid.com/technical/mailmerge
- Quia - How Computers Work
  http://www.quia.com/pages/solcomputers.html
- Webopedia
  http://www.pcwebopedia.com/

COMPUTER APPLICATIONS SAMPLE QUESTIONS

1. Applied science devoted to comfort, efficiency, and safety in the workplace is called:
   a. ergonomics
   b. equal employment opportunity
   c. environmental protection
   d. employee safety protection

   Competency: Basic Computer Terminology and Concepts

2. This is usually mounted inside the computer's system unit and is a large capacity and fast-access storage device.
   a. hard disk
   b. program's drive
   c. floppy disk
   d. thumb drive

   Competency: Basic Computer Terminology and Concepts

3. You need to set up a table of contents for your research project, what type of tabs should you use?
   a. left tabs
   b. decimal tabs
   c. center tabs
   d. dot leader tabs

   Competency: Basic Application Knowledge and Word Processing

4. Using Microsoft Word 2003 or 2007, if you wanted to find another word to replace the word "responsible" in the report you just typed, you could:
   a. use the "translate" feature
   b. use the "thesaurus" feature
   c. use the help feature
   d. use the "spell check" feature

   Competency: Basic Application Knowledge and Word Processing

5. All the parts of a simplified memo (in order) are:
   a. addressee, body, writer, enclosure, and reference initials
   b. to, from, date, subject, body, and reference initials
   c. addressee, body, writer, enclosure, and reference initials
   d. date, addressee, subject, body, writer, and reference initials

   Competency: Basic Application Knowledge and Word Processing

6. Which statement is **true** about a standard style memo?
   a. the body is always double spaced
   b. has the writer's name typed at the bottom
   c. should be centered horizontally
   d. has a heading TO: FROM: DATE: SUBJECT:

   Competency: Basic Application Knowledge and Word Processing

7. What is full justification?
   a. left and right margins would have straight lines
   b. left margin would be jagged and the right margin would be a straight line
   c. left margin would be a straight line and the right would be jagged
   d. left and right margins would be jagged

   Competency: Basic Application Knowledge and Word Processing

8. The horizontal and vertical lines on the worksheet are called:
   a. gridlines
   b. rows
   c. boxes
   d. columns

   Competency: Spreadsheet and Database Applications

9. To enter text in a cell, the cell must first be:
    a. shaded
    b. empty
    c. active
    d. wide enough

Competency: Spreadsheet and Database Applications

10. The small black plus sign on the bottom right in an active cell is called the:
    a. cell reference
    b. fill handle
    c. drag and drop feature
    d. formula mode

Competency: Spreadsheet and Database Applications

11. The $\sum$ icon is used to:
    a. add currency
    b. sum
    c. average a group of numbers
    d. decrease decimals

Competency: Spreadsheet and Database Applications

12. The point where a column and a row meet is the:
    a. connection
    b. table
    c. cell
    d. gridlines

Competency: Spreadsheet and Database Applications

13. In this view you can see and change placeholders and layouts as well as make across-the-board changes, such as adding a logo to all your slides.
    a. slide show view
    b. slide master view
    c. slide sorter view
    d. slide layout view

Competency: Presentation, Publishing, and Multimedia Applications

14. To have a picture appear on all slides, where do you add it?
    a. to the slide sorter
    b. to the slides you want to see it on
    c. slide master
    d. any slide

Competency: Presentation, Publishing, and Multimedia Applications

15. To create handouts that are more elaborate than what you can make in Microsoft Office PowerPoint 2007, you can:
    a. print your slides and send them to a professional printer
    b. print your slides using the slide sorter in PowerPoint
    c. print your slides in outlined view
    d. print your handouts from Microsoft Office Word 2007

Competency: Presentation, Publishing, and Multimedia Applications

16. Use this view to deliver your presentation to your audience.
    a. presenter view
    b. outline view
    c. slide show view
    d. normal view

Competency: Presentation, Publishing, and Multimedia Applications

17. Provides consistency in design and color throughout an entire presentation.
    a. auto content wizard
    b. design template
    c. slide layout
    d. background slides

Competency: Presentation, Publishing, and Multimedia Applications

18. This type of remote conferencing allows people at different locations to talk with one another by telephone.
    a. video conference
    b. teleconference
    c. web conference
    d. fax conference

Competency: E-mail, Integrated, and Collaboration Applications

19. This type of remote conferencing takes place over an Internet connection.
    a. web conference
    b. video conference
    c. teleconference
    d. mobile conference

Competency: Email, Integrated, and Collaboration Applications

20. This provides an easy way to send electronic messages to a group of people.
    a. Bcc's
    b. distribution lists
    c. Cc's
    d. Attachments

Competency: Email, Integrated, and Collaboration Applications

21. Mary made a copy of her favorite music CD and gave it to her friend as a gift. What law, if any, is she breaking?
    a. copyright software
    b. Anti-piracy software law
    c. Right To Use software law
    d. She isn't breaking any law. She can make one backup copy.

    Competency: Email, Integrated, and Collaboration Applications

22. When someone invades someone else's computer without permission, it is called:
    a. hacking
    b. spamming
    c. phishing
    d. trolling

    Competency: Netiquette and Legal

23. Programs offered on the Internet at **no** cost and are usually unreliable are called:
    a. freeware
    b. shareware
    c. right to use
    d. public domain

    Competency: Netiquette and Legal

24. Lisa is writing a history paper. Some of the author's wording has stuck in her mind because of reading it several times. Without realizing it, she uses the wording in her paper. What just happened?
    a. she broke copyright laws
    b. she plagiarized her work
    c. she broke computer privacy laws
    d. nothing happened, because she didn't do it on purpose

    Competency: Netiquette and Legal

25. A form of criminal activity using social engineering techniques to fraudulently acquire sensitive information, such as passwords and credit card details, by masquerading as a trustworthy person or business in an electronic communication is called:
    a. spamming
    b. phishing
    c. flaming
    d. trolling

    Competency: Netiquette and Legal

26. This copies itself repeatedly, using up resources and possibly shutting down computers or networks.
    a. Trojan horse
    b. worm
    c. spoofing
    d. virus

    Competency: Security

27. How can you make your password more secure?
   a. make sure you use numbers only
   b. make it long, using letters, numbers, symbols, and capital letters
   c. make it up to eight characters or numbers long
   d. make sure your password has your name somewhere in it

   Competency: Security

28. What is a biometric device?
   a. device that authenticates a person's identity using personal characteristics
   b. quarantines infected files that it cannot remove
   c. metric device that installs a personal firewall program on to your computer
   d. mechanical device that helps you do something that you usually can't do

   Competency: Security

29. A security system consisting of hardware and/or software that prevents unauthorized intrusion is called:
   a. firewall
   b. encryption
   c. antivirus software
   d. intrusion security system software

   Competency: Security

30. Unsolicited email messages sent to many recipients is called:
   a. phishing
   b. unethical mail
   c. spam
   d. instant messaging

   Competency: Security