WORD PROCESSING

1) The feature that allows one to send personalized letters and emails without having to customize each letter.

A) insert

B) duplicate

C) mail merge

D) email attachment

2) A word, phrase, or image that you can click on to jump to a new document or a new section within the current document

A) hyperlink

B) hyperjump

C) hyperdrive

D) hyperdoc

3) ___ provide the design consistency that any organization (or individual) needs to look professional.

A) Developer plates

B) Infoplates

C) Blockplates

D) Templates

4) A temporary holding area the computer uses for any item that has been copied or cut.

A) text box

B) clipboard

C) menu

D) operating system

5) ____ text increases the space between words to fill the entire line so that it is from the left and right edges.

A) Alignment

B) Tab

C) Divider

D) Justified

6) Line spacing is also known as ___.

A) bleeding

B) lining

C) implying

D) leading

7) A paragraph-formatting feature used to align text.

A) spacing

B) tabs

C) dividing

D) lines

8) A feature that automatically moves text to the next line from the previous line without the use of a return command.

A) alignment

B) orientation

C) spacing

D) word wrap

9) A key used for inserting text in front of other text or overwriting text after the cursor as the user types.

A) delete

B) control

C) command

D) insert

10) Users can find how-to articles, training videos, and tutorials in the ___.

A) command option

B) help menu

C) wizard

D) find key

11) This technique focuses on correcting minor errors and inconsistencies in a word processing document.

A) proofreading

B) monitoring

C) modifying

D) exercising

12) A feature that allows the user to view how the document will look when printed.

A) placement view

B) print overview

C) print preview

D) point of view

13) Using an advanced find and replace feature allows one to find all of the following special characters **except** ___.

A) cell

B) any alphabetic character

C) paragraph mark

D) field

14) When trying to print only the page you see in the print preview, you should select the print ___ option.

A) all

B) current page

C) master

D) selective

15) ___ orientation refers to the vertical design or layout of an image, document, or device.

A) Postal

B) Landscape

C) Design

D) Portrait

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