Administrative Technology

1) If a document is formatted with default margin settings, which of the following tab settings would you use to insert a tab marker at the right margin?
   a. 4 inch  
   b. 5 inch  
   c. 3 inch  
   d. 6 inch

   **Competency:** Document formatting rules

2) How do you change the value of default tabs?
   a. Change the value of default tab stops in the Tabs dialog box.
   b. Add custom tab markers on the ruler.
   c. Remove all custom tab markers on the ruler.
   d. Right-click the ruler.

   **Competency:** Document formatting rules

3) Which option would you use to position text two inches from the top of the page, using the standard one-inch top margin?
   a. change spacing before to 12 points.  
   b. change spacing before to 72 points.  
   c. change spacing before to 36 points.  
   d. change spacing before to 24 points.

   **Competency:** Document formatting rules

4) The default setting for a bulleted or numbered list is:
   a. 0.5-inch hanging indent  
   b. 0.25- inch left indent  
   c. 0.5-inch left indent  
   d. 0.25-inch hanging indent

   **Competency:** Document formatting rules
5) Which word is spelled incorrectly?
   a. authorize
   b. coordinate
   c. accommodate
   d. succeed

   Competency: Grammar, punctuation, spelling, and proofreading

6) Since you notified us tree months in advance, you qualify for a complete refund.
   a. no errors
   b. 1 error
   c. 2 errors
   d. 3 or more errors

   Competency: Grammar, punctuation, spelling, and proofreading

7) Choose the incorrectly spelled word.
   a. similar
   b. inadvertant
   c. schedule
   d. formatting

   Competency: Grammar, punctuation, spelling, and proofreading

8) What portion of a form letter is constant from one merged letter to the next?
   a. field name
   b. data source
   c. main document
   d. header row

   Competency: Word processing applications

9) What is the name of a collection of related data points?
   a. data sheet
   b. data series
   c. column series
   d. row series

   Competency: Word processing applications
10) Which of the following does **not** open the Tabs dialog box?
   a.  `+T`
   b.  Choose Tabs from the Format menu.
   c.  Choose Tabs from the Reveal Formatting task pane
   d.  Double-click a tab marker on the ruler.

   **Competency:** Word processing applications

**ANSWER KEY**
1.  d
2.  a
3.  b
4.  d
5.  c
6.  a
7.  b
8.  c
9.  b
10. a