1) If you want to change your computer's screen saver, right-click an empty location on your desktop and click which one of the following options on the short cut menu?
   a. new
   b. settings
   c. properties
   d. refresh

   Competency: Basic computer terminology and concepts

2) In which section of a Word document can the Borders option not be used?
   a. footnote
   b. selected text
   c. selected paragraph
   d. an entire page

   Competency: Document formatting rules and standards

3) When the cell pointer is located in A1 in Microsoft Excel, then the cell is called a(n):
   a. inactive cell
   b. active cell
   c. sunk cell
   d. selected cell

   Competency: Related computer application knowledge

4) How can you restore a window that has been minimized and make it the active window?
   a. click the Maximize button on the window's title bar
   b. click the window's button on the taskbar
   c. click the Restore button on the window's title bar
   d. click the window's icon on the desktop.

   Competency: Basic computer terminology and concepts
5) The appearance of motion created by displaying a series of still images in sequence is called:
   a. graphics
   b. video
   c. streaming
   d. animation

   **Competency:** Basic computer terminology and concepts

6) Special keys programmed to issue commands to a computer are called:
   a. arrow keys
   b. function keys
   c. enhanced keys
   d. toggle keys

   **Competency:** Basic computer terminology and concepts

7) A ____ is someone who accesses a computer or network illegally with the intent of causing problems.
   a. spammer
   b. cracker
   c. scripter
   d. hacker

   **Competency:** Basic computer terminology and concepts

8) The term ____ refers to online or Internet-based illegal acts.
   a. cybercrime
   b. piracy
   c. phishing
   d. spamming

   **Competency:** Basic computer terminology and concepts
9) A template is a:
   a. small image on the screen that represents a program or document
   b. sequence of keystrokes and instructions that a user records and saves
   c. document that contains the formatting necessary for a specific document type
   d. collection of drawings, diagrams, and photographs that can be inserted into a document

   **Competency:** Document formatting rules and standards

10) What vertical unit is used to measure the size of proportional type?
    a. elite
    b. pica
    c. point
    d. pixel

   **Competency:** Basic computer terminology and concepts

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