

Word Processing

- 1) To erase a character to the left of the insertion point, press the _____ key.
- delete
 - cancel
 - backspace
 - insert

Competency: Basic keyboarding terminology and concepts

- 2) The Word Count command on the _____ menu displays lines, characters, and paragraphs.
- status bar
 - tools menu bar
 - task bar
 - title bar

Competency: Basic keyboarding terminology and concepts

- 3) To exit from the Resume template and return to the document window without creating a resume, click:
- cancel button
 - close button
 - back button
 - next button

Competency: Related application knowledge

- 4) What are footers?
- an in-text footnote
 - placed at the end of the document
 - same as a footnote or an endnote and adds additional information such as page numbers, date, names, citations, etc.
 - additional information placed at the end of the page, is used to identify and can contain page numbers, date, names, etc.

Competency: Related application knowledge

- 5) Triple clicking on a word will:
- select the sentence only
 - select the word only
 - select to the next hard return
 - select the whole document

Competency: Related application knowledge

- 6) Programs developed to protect a computer against viruses and spyware are called utility programs. Which one of the following examples of utility programs is **not** correct?
- Internet
 - antivirus programs
 - firewalls
 - anti-spyware

Competency: Advanced applications

- 7) The processor, memory, and storage devices are housed in a box-like case called:
- logic unit
 - central processing case
 - system unit
 - system software

Competency: Advanced applications

- 8) Which type of alignment spaces words unevenly to make text flush with both margins?
- centered
 - aligned left
 - aligned right
 - justified

Competency: Document formatting rules and standards

9) Select the word that is spelled correctly.

- a. alright
- b. allright
- c. all-right
- d. alrite

Competency: Grammar

10) Select the sentence that is punctuated correctly.

- a. The three boys, Jim, James, and John are related.
- b. The three boys, Jim - James - John are related.
- c. The three boys, Jim, James and John, are related.
- d. The three boys, Jim, James, John are related.

Competency: Grammar

ANSWER KEY

- 1. C
- 2. A
- 3. B
- 4. D
- 5. C
- 6. A
- 7. C
- 8. D
- 9. A
- 10. A