Word Processing

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

   **Competency**: Basic keyboarding terminology and concepts

2) The Word Count command on the _________ menu displays lines, characters, and paragraphs.
   a. status bar
   b. tools menu bar
   c. task bar
   d. 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:
   a. cancel button
   b. close button
   c. back button
   d. next button

   **Competency**: Related application knowledge

4) What are footers?
   a. an in-text footnote
   b. placed at the end of the document
   c. same as a footnote or an endnote and adds additional information such as page numbers, date, names, citations, etc.
   d. 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:
   a. select the sentence only
   b. select the word only
   c. select to the next hard return
   d. 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?
   a. Internet
   b. antivirus programs
   c. firewalls
   d. anti-spyware

   **Competency:** Advanced applications

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

   **Competency:** Advanced applications

8) Which type of alignment spaces words unevenly to make text flush with both margins?
   a. centered
   b. aligned left
   c. aligned right
   d. 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