**NEW YORK STATE FBLA**

**WORD PROCESSING I**

**2013**

**PLEASE DO NOT OPEN THIS TEST UNTIL DIRECTED TO DO SO**

Test Directions

1. Complete the information requested on the answer sheet.

**PRINT YOUR NAME** on the “Name” line.

**PRINT** the name of the event, **WORD PROCESSING I** on the “Subject” line.

**PRINT** the name of your **CHAPTER** on the “DATE” line.

1. All answers will be recorded on the answer sheet.

Please do not write on the test booklet.

Scrap paper will be provided.

1. Read each question completely before answering. With a **NO. 2 pencil**, blacken in your choices completely on the answer sheet. Do not make any other marks on the answer sheet, or the scoring machine will reject it.
2. You will be given 60 minutes for the test. You will be given a starting signal and a signal after 50 minutes have elapsed.
3. What are the measurements for letter size paper in portrait orientation?
   1. 8 ½ x 11
   2. 8 ½ x 14
   3. 11 x 8 ½
   4. 14 x 8 ½
4. Scrolling is used to
   1. increase screen size
   2. decrease screen size
   3. bring unseen parts of the document into view
   4. move to the beginning of the document
5. Tabs are used to
   1. position graphics
   2. position text at a certain point on a line
   3. stop text from continuing to the next page
   4. set the end of a line of text
6. Which of the following would not display as a nonprinting character?
   1. line break
   2. nonbreaking space
   3. hyphen
   4. space
7. An enclosure notation is keyed below the
   1. copy notation
   2. reference initials
   3. complimentary close
   4. writer’s name
8. A manual page break can be inserted at the current cursor position by using
   1. SHIFT + Enter
   2. CTRL + Enter
   3. ALT + Delete
   4. CTRL + ALT + Delete
9. To double space an entire document use which of the following dialog boxes?
   1. Paragraph
   2. Font
   3. Page
   4. Print
10. To add a double space after a paragraph, press \_\_\_\_\_\_\_\_ two times.
    1. Space bar
    2. Enter
    3. Tab
    4. End
11. Press Enter \_\_\_\_\_\_\_\_ times after the complimentary close before the writer’s name.
    1. two
    2. three
    3. four
    4. five
12. Press Enter \_\_\_\_\_\_\_\_ times after the inside address in a letter.
    1. two
    2. three
    3. four
    4. five
13. The Tab stop represented by this icon symbolizes which of the following



* 1. decimal tab
  2. right tab
  3. left tab
  4. center tab

1. To select an entire paragraph using the mouse, click \_\_\_\_\_\_\_\_ times.
   1. two
   2. three
   3. four
   4. five
2. Which one of the following is the correct way to type a date in a letter?
   1. 4/10/13
   2. Apr. 10, 2013
   3. April 10th, 2013
   4. April 10, 2013
3. When the insertion point is located in the last cell of a table, what happens if you press Tab.
   1. The insertion point moves to the beginning of the table.
   2. The insertion point moves to the beginning of the row.
   3. A new row is created at the bottom of the table.
   4. A new row is created at the top of the table.
4. Numbers in a table, by default, are aligned
   1. at the left of the cell.
   2. at the right of the cell.
   3. centered in the cell.
   4. with full justification.
5. Word wrap occurs when
   1. the computer determines that a word is too long to fit on a line and deletes it.
   2. the computer determines where a line of text ends and a new line should begin.
   3. the computer hyphenates a word at the end of a line.
   4. the typist determines where the line of text ends and a new line should begin.
6. When using the Find and Replace feature to replace text that is in uppercase, you should choose which of the following options
   1. find whole words only
   2. use wild cards
   3. match case
   4. uppercase only
7. By default, tab stops are \_\_\_\_\_\_\_\_ aligned.
   1. left
   2. right
   3. center
   4. justified
8. Changing formats before new text is typed effects
   1. only the sentence that contains the cursor.
   2. only the paragraph that contains the cursor.
   3. the entire document.
   4. from the cursor on to the end of the document.
9. Indenting second and all subsequent lines of a paragraph is the feature known as
   1. Tab Indent
   2. Hanging Indent
   3. Left Indent
   4. Right Indent
10. Which option is used to keep selected text together?
    1. Widow/Orphan Control
    2. Keep With Next
    3. Keep Lines Together
    4. Page Break Before
11. The process of combining one or more individual cells into one cell of a table is
    1. splitting.
    2. joining.
    3. merging.
    4. freezing.
12. What function is used to sort values from high to low?
    1. Sort Descending
    2. Sort Ascending
    3. AutoSum
    4. AutoFormat
13. You would use the center alignment command when you
    1. want the text spaced equally between the left and right margins.
    2. want the text spaced equally between the top and bottom margins.
    3. use letterhead stationery.
    4. use legal paper.
14. When using the Search command, an asterisk (\*) is used in place of
    1. the first character.
    2. the last character.
    3. middle characters.
    4. unknown characters.
15. A right-aligned tab stop will
    1. center all data over the column center point.
    2. end all data at the tab stop.
    3. begin all data at the tab stop.
    4. make all data even at both the left and right.
16. A superscript is text
    1. that resembles cursive writing.
    2. that is raised slightly above the current line.
    3. that is moved slightly below the current line.
    4. with a line underneath.
17. The Show/Hide feature
    1. turns margins on and off.
    2. turns formatting on and off.
    3. allows you to create headers and footers.
    4. allows you to view nonprinting characters.
18. Using open punctuation in a letter means there is
    1. a colon after the salutation and a comma after the closing.
    2. a colon after the salutation and no comma after the closing.
    3. no colon after the salutation and a comma after the closing.
    4. no colon after the salutation and no comma after the closing.
19. The Find command is used to
    1. suggest a better word or phrase for the highlighted text.
    2. change text to new text you supply.
    3. locate text.
    4. automatically correct the spelling of all highlighted text.
20. Which file format extension represents Word documents?
    1. .doc
    2. .txt
    3. .htm
    4. .xls
21. Which keyboard command moves the insertion point to the beginning of a line of text?
    1. Enter
    2. Home
    3. End
    4. CTRL
22. What is term for when the first line of a paragraph appears alone at the bottom of a page?
    1. Header
    2. Footer
    3. Orphan
    4. Widow
23. To ensure your printouts will look the way you want them to, you should
    1. click Print to get the printout, make any changes, then reprint.
    2. click Print Preview to view the document, make any changes, then print.
    3. use the Print Dialog Box to see what the document looks like then print.
    4. use Page Layout Dialog Box to change the look of the document and then print.
24. Justify alignment is when all the text lines up neatly
    1. starting at the left margin.
    2. starting at the right margin.
    3. through the horizontal center of the page.
    4. between the left and right margins.
25. The Insert key is used to toggle between overtype mode and
    1. extend mode.
    2. insert mode.
    3. delete mode.
    4. end mode.
26. In Office 2007, Microsoft replaced the toolbars with
    1. ribbons.
    2. dialog boxes.
    3. tabs.
    4. rulers.
27. Instead of menus, the newest versions of Microsoft Office have \_\_\_\_\_\_\_\_ at the very top of the document window.
    1. tabs
    2. boxes
    3. buttons
    4. icons
28. In business documents, an acceptable font size would be
    1. 18.
    2. 14.
    3. 16.
    4. 12.
29. In business documents, an acceptable font type would be
    1. Arial.
    2. Brush Script.
    3. Garamond.
    4. Rockwell.
30. The acceptable top margin for a memo is
    1. 1 inch.
    2. 1 ½ inches.
    3. 2 inches.
    4. 2 ½ inches.
31. The acceptable top margin on the second page of a multi-page report is
    1. 1 inch.
    2. 1 ½ inches.
    3. 2 inches.
    4. 2 ½ inches.
32. Acceptable left and right margins for most documents are
    1. 1 inch.
    2. 1 ½ inches.
    3. 2 inches.
    4. 2 ½ inches.
33. An example of a salutation in a business letter is
    1. To.
    2. Dear.
    3. Hi.
    4. No salutation is necessary.
34. An example of a complimentary closing in a business letter is
    1. Truly yours
    2. Sincerely
    3. Fondly
    4. Always
35. To find alternative words with the similar meanings, you should use
    1. Spell Checker.
    2. Thesaurus.
    3. Grammar Checker.
    4. Dictionary.
36. The FBLA-PBL Format Guide states that report references should follow the \_\_\_\_\_\_\_\_ style.
    1. MLA
    2. MAL
    3. AAP
    4. APA
37. Block style letters are set up with
    1. indented paragraphs with the salutation and closing centered.
    2. indented paragraphs with the salutation and closing starting at the left margin.
    3. no indented paragraphs with the salutation and closing centered.
    4. no indented paragraphs with the salutation and closing starting at the left margin.
38. When printing in portrait mode, the paper is
    1. larger than normal.
    2. smaller than normal.
    3. taller than it is wide.
    4. wider than it is tall.
39. Which of the following file extensions is used as a generic text file format?
    1. .gif
    2. .pdf
    3. .txt
    4. .jpg
40. Users that attempt to open documents from previous versions of Word into Word 2010 will see \_\_\_\_\_\_\_\_ at the top of their screen.
    1. compatibility mode.
    2. editing mode.
    3. backwards mode.
    4. earlier version mode.
41. In an attempt to help eliminate mistakenly opening documents with viruses, Microsoft has created the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Office 2010.
    1. Protected View
    2. AntiVirus View
    3. Don’t Open View
    4. Trusted View
42. Mail merge is best used for
    1. form letters.
    2. personal letters.
    3. business letters.
    4. reports.
43. A list of items would best be typed as
    1. part of the preceding paragraph .
    2. part of the next paragraph.
    3. its own paragraph.
    4. a bulleted list.
44. Unless changed by the user, tabs are set every
    1. .1”.
    2. 1”.
    3. .5”.
    4. 5”.
45. Accessing the Home tab can be done with the \_\_\_\_\_\_\_ key.
    1. SHIFT
    2. CTRL
    3. ALT
    4. ENTER
46. In order to delete something to the left of the cursor, use the
    1. Delete key.
    2. Backspace key.
    3. Escape key.
    4. Enter key.
47. In order to delete something to the right of the cursor, use the
    1. Delete key.
    2. Backspace key.
    3. Escape key.
    4. Enter key.
48. Sans serif fonts are denoted by
    1. little lines at the tops of the characters.
    2. little lines at the bottoms of the characters.
    3. little lines at both the tops and bottoms of the characters.
    4. no lines at either the top or bottom of the characters.
49. Graphical representations of commands are called
    1. icons.
    2. pictures.
    3. tool tips.
    4. menus.
50. Which command is used to save an already saved document to a different folder?
    1. Save
    2. Save As
    3. Save and Send
    4. Copy
51. In order create a table in Word you need to
    1. press Tab until you move the cursor to the desired spot.
    2. use the Insert Table command.
    3. use Excel because it can’t be done in Word.
    4. press the space bar until you move the cursor to the desired spot.
52. Which key moves the cursor from one cell to the previous cell in a table?
    1. CTRL+Tab
    2. Shift+Tab
    3. Shift+Enter
    4. Alt+Enter
53. Which keystroke will take the user to the beginning of a document?
    1. CTRL+PageUp
    2. Shift+PageUp
    3. CTRL+Home
    4. Shift+Home
54. You created a document and now wish to change every occurrence of “assessment” to “project”. Which feature would you use?
    1. Find and Replace
    2. Search and Replace
    3. Copy and Paste
    4. Find and Insert
55. Borders can be applied to
    1. pages.
    2. pictures.
    3. paragraphs.
    4. all of the above.
56. Certain figures, like ƒ and ¢, can be added to your document using the
    1. Insert Symbol command.
    2. Insert Character command.
    3. Format Character command.
    4. Format Symbol command.
57. Which of the following Function key activates the help function?
    1. F1
    2. F7
    3. F10
    4. F12
58. If you need a line through a word, select the word and then
    1. choose the Strikethrough font from the Font Dialog Box.
    2. choose Strikethrough from the Font drop down box on the ribbon.
    3. click the Strikethrough option from the Effects section in the Font Dialog Box.
    4. draw the line through the word using Shapes command.
59. Venn diagrams are easily inserted in Word 2010 documents by using
    1. Clip art
    2. SmartArt
    3. AutoShapes
    4. Chart
60. Where is the Word Count command?
    1. Home ribbon
    2. References ribbon
    3. Review ribbon
    4. File ribbon
61. You just finished typing a long quote and realize this entire paragraph needs to be indented. What is the easiest way to correct this?
    1. Select the quote, use the ruler to move the indent markers.
    2. Erase the text, press Tab and retype the quote.
    3. Change the margins to indent the quote.
    4. Choose a style that looks appropriate.
62. The keyboard command to open a document is
    1. CTRL+E
    2. CTRL+U
    3. CTRL+O
    4. CTRL+I
63. The keyboard command to center a line is
    1. CTRL+R
    2. CTRL+L
    3. CTRL+E
    4. CTRL+C
64. The keyboard command to print a document is
    1. CTRL+P
    2. CTRL+N
    3. CTRL+T
    4. CTRL+S
65. Font sizes are measured in
    1. points.
    2. elite.
    3. pica.
    4. inches.
66. To display a shortcut menu,
    1. right click anywhere in the document.
    2. left click anywhere in the document.
    3. double-click anywhere in the document.
    4. click on the Taskbar.
67. Having the date change automatically whenever a document is opened, insert a
    1. date field.
    2. date font.
    3. date style.
    4. date entry.

**For the following statements, indicate how many errors there are (include spelling, punctuation, and grammar).**

1. The gymnasum is being repainted tomorow.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
2. The checking acount is overdrawn.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
3. these creations for you are by you favorite desingers.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
4. New York State FBLA is a great organization.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
5. The newscast will begin in a hour.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
6. Bobby lives at 1 Newcastle Road.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
7. Please visit our knew Store.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
8. I will be at the park on Monday: my brother will be at home.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
9. The two attorney’s specialize in estates.
   1. No errors
   2. 1 error
   3. 2 errors
   4. 3 errors or more
10. My father was write about the rode construction”
    1. No errors
    2. 1 error
    3. 2 errors
    4. 3 errors or more
11. The staff and faulty meeting was adjurned earley.
    1. No errors
    2. 1 error
    3. 2 errors
    4. 3 errors or more

**Which of the following words is correctly spelled?**

* 1. misspelled
  2. mispelled
  3. misspeled
  4. mispelt
  5. changable
  6. changeable
  7. changeible
  8. changeible
  9. embarasment
  10. embarassment
  11. embarrasment
  12. embarrassment
  13. miniature
  14. minature
  15. miniture
  16. minature
  17. pasttime
  18. pastime
  19. passtime
  20. passttime

1. Proofreaders use three underlines under a word to indicate that the word should be
   1. underlined.
   2. italics.
   3. upper case.
   4. lower case.
2. The symbol used a proofreader means



* 1. insert characters.
  2. delete characters.
  3. close up a space between characters.
  4. duplicate characters.

1. The symbol used by a proofreader means



* 1. begin a line.
  2. delete a line.
  3. begin a new paragraph.
  4. delete a paragraph.

1. The symbol used by a proofreader means



* 1. delete a comma.
  2. insert a comma.
  3. bring two characters together with a comma.
  4. separate two characters with a comma.

1. The symbol used by a proofreader means



* 1. delete the line.
  2. insert a wavy line.
  3. separate the characters.
  4. transpose the characters.

1. The symbol used by a proofreader means



* 1. delete a period.
  2. insert a period.
  3. bring two characters together.
  4. add a dot between characters.

ANSWER KEY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | A | 26. | B | 51. | A | 76. | A |
| 2. | C | 27. | B | 52. | A | 77. | A |
| 3. | B | 28. | D | 53. | A | 78. | A |
| 4. | C | 29. | D | 54. | D | 79. | C |
| 5. | B | 30. | C | 55. | C | 80. | B |
| 6. | B | 31. | A | 56. | C | 81. | D |
| 7. | A | 32. | B | 57. | B | 82. | A |
| 8. | B | 33. | D | 58. | A | 83. | B |
| 9. | C | 34. | B | 59. | D | 84. | B |
| 10. | A | 35. | D | 60. | A | 85. | C |
| 11. | A | 36. | B | 61. | B | 86. | C |
| 12. | B | 37. | A | 62. | B | 87. | B |
| 13. | D | 38. | A | 63. | B | 88. | D |
| 14. | C | 39. | D | 64. | C | 89. | D |
| 15. | B | 40. | A | 65. | A | 90. | A |
| 16. | B | 41. | C | 66. | D | 91. | B |
| 17. | C | 42. | A | 67. | A | 92. | D |
| 18. | A | 43. | A | 68. | A | 93. | A |
| 19. | D | 44. | B | 69. | C | 94. | B |
| 20. | B | 45. | B | 70. | B | 95. | C |
| 21. | C | 46. | B | 71. | C | 96. | C |
| 22. | C | 47. | A | 72. | A | 97. | C |
| 23. | A | 48. | D | 73. | C | 98. | B |
| 24. | A | 49. | C | 74. | C | 99. | D |
| 25. | D | 50. | C | 75. | A | 100. | B |