WORD PROCESSING

Overview
A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond the entry level.

This event consists of two parts: an objective test taken at the NLC and a skills production test that must be submitted online by the third Friday of May to the national center.

This is an individual event.

Competencies and Task Lists
http://www.fbla-pbl.org/competitive-event/word-processing/

Website Resources
- Word Processing
  http://wordprocessing.about.com/
- Word Processing Terms
  http://www.webopedia.com/Software/Word_Processing

WORD PROCESSING SAMPLE QUESTIONS

1) What is the difference between the Delete key and Backspace key?
   A) The delete key deletes text to the right of the cursor and the backspace key deletes text to the left of the cursor.
   B) The delete key deletes text to the left of the cursor and the backspace key deletes text to the right of the cursor.
   C) There is not a difference in the two keys.
   D) Both keys delete text to the left of the cursor.

   Competency: Basic Keyboarding Terminology and Concepts

2) Which of the following would be an appropriate list and order for the word processing cycle?
   A) Saving, keying in, printing, composing
   B) Researching, saving, editing
   C) Keying in, editing, saving, printing
   D) Keying in, printing, saving, composing

   Competency: Basic Keyboarding Terminology and Concepts

3) A _____on a short or full menu indicates that it is **not** available for a current selection in a menu.
A) bright command
B) dimmed command
C) a command that disappears
D) black command

Competency: Basic Keyboarding Terminology and Concepts

4) What is an ancillary piece of information printed at the bottom of a page?
A) Footnote
B) Header
C) Endnote
D) Footer

Competency: Related Application Knowledge

5) What word processing feature should be used to show the steps in a process?
A) Numbered list
B) Outline
C) Table of contents
D) Bulleted list

Competency: Related Application Knowledge

6) What word processing feature would be used to add the copyright "c" into a document?
A) Ctrl + C
B) Find and replace
C) Add space
D) Insert symbol

Competency: Related Application Knowledge

7) Which would help to guide the eye to the page numbers in a table of contents?
A) Right tab
B) Left tab
C) Bar tab
D) Leader tab

Competency: Related Application Knowledge

8) What is an important step in using word processing software to print labels and envelopes?
A) Finding addresses.
B) Using the proper zip code.
C) Determining if feature is available.
D) Inserting them into the printer properly.

Competency: Related Application Knowledge

9) In which situation would a thesaurus be most useful?
A) Compiling data in a table.
B) When writing a paper and using the same word over and over.
C) Writing a business requesting a donation.
D) It is best to not use the thesaurus feature in word processing software.

Competency: Related Application Knowledge

10) What feature would allow you to key your initials, but show your full name if set up in the software?
A) Spell Check
B) References
C) Find and Replace
D) AutoCorrect

Competency: Related Application Knowledge

11) What command or feature removes unwanted parts from a picture?
A) Crop
B) Rotate
C) Recolor
D) Resize

Competency: Advanced Applications

12) To what should a word processing document be converted to make it suitable to be viewed as a webpage?
A) Outline view
B) HTML
C) Page Layout view
D) Draft view

Competency: Advanced Applications

13) What is a master document?
A) A one or two page report.
B) A container with pointers to individual documents.
C) One of many smaller documents in a collection.
D) An individual document within a larger document.

Competency: Advanced Applications

14) Which of the following is NOT a common type included with styles?
A) Heading
B) Column
C) Subtitle
D) Title

Competency: Advanced Applications

15) What is the primary file when creating merged documents?
A) The document containing columns and/or tables.
B) The variable information.
C) The document in which you are inserting the variable information.
D) The identifying information.

Competency: Advanced Applications

16) What are options that can be added when creating forms using word processing software?
A) Underline, bold, italics
B) Check box, font effects, content control
C) Date picker, check box, drop down list
D) Date picker, list, underline

Competency: Advanced Applications

17) _____ can be used in Microsoft Word, when in print layout view, to format and enter text, graphics, and other items, by double-clicking a blank area of the document window.
A) Edit
B) Click and Type
C) Page numbers
D) Headers

Competency: Advanced Applications

18) What would be useful when using a shared computer and working on sensitive word processing documents?
A) Restricting editing
B) Marking document as final
C) Password protect
D) Adding a digital signature

Competency: Advanced Applications

19) Which of the following can be added to a web page created in word processing software to move words across the screen?
A) Animated GIF
B) Hyperlinks
C) Scrolling text
D) Table

Competency: Advanced Applications

20) What is a common use of justified alignment?
A) Reports
B) Newspapers
C) Memorandums
D) Business letters

Competency: Document Formatting Rules and Standards

21) What would be the best way to put space between paragraphs?
A) Add extra hard returns.
B) Adjust tracking.
C) Use the add space before or after feature in the software.
D) Add section breaks and change line spacing for each section.

Competency: Document Formatting Rules and Standards

22) What feature can be added to a paragraph to best set it apart from the rest of the page?
A) Underline
B) Borders and shading
C) Italics
D) Heading style

Competency: Document Formatting Rules and Standards

23) Which of the following features can be used to add a vertical line in a word processing document?
A) Column
B) Styles
C) Format painter
D) Font

Competency: Document Formatting Rules and Standards

24) What should be done to include both landscape and portrait orientation pages in the same document?
A) Add page breaks.
B) Use section breaks.
C) They cannot be used in the same document.
D) Change the style.

Competency: Document Formatting Rules and Standards

25) What are uppercase characters set at the same height and weight as surrounding lowercase letters?
A) Caps lock
B) Drop caps
C) Small caps
D) Initial caps

Competency: Document Formatting Rules and Standards

26) What would be the correct proofreader mark to add to the following sentence? "amy got a new car!"
A) Transpose
B) Change to upper case.
C) Insert punctuation
D) Change to lower case.

Competency: Grammar, Punctuation, Spelling, and Proofreading

27) What mode replaces existing characters to the right of the insertion point with new characters?
A) Delete
B) Overtype
C) Insert
D) Backspace

Competency: Grammar, Punctuation, Spelling, and Proofreading

28) Sarah keyed a report for a class. She finds out her teacher wanted them to use Courier, a monospaced font, and space twice after each period at the end of a sentence. She easily changes the font, but has only spaced once after each sentence. What should she do?
A) Select the entire document and change the line spacing to double.
B) Use the find and replace feature, replacing each period with a period and a space.
C) Go through all sentences, adding a space manually.
D) Nothing, no one will really be able to tell.

Competency: Grammar, Punctuation, Spelling, and Proofreading

29) If a document contains comments, what will happen if the document is printed using all default settings?
A) The comments will print on an additional page.
B) The comments will print in the margins of each page.
C) The comments will not print.
D) The comments will print at their location in the document.

Competency: Printing

30) When printing address labels, what is used to match software to certain label brands and sizes?
A) Template
B) Style
C) Theme
D) Mail merge

Competency: Printing

WORD PROCESSING SAMPLE PRODUCTION TEST PROBLEMS

JOB 1: Outline

Directions: Key the following outline following the FBLA-PBL Format Guide.

Homeowners Insurance

- ***Four Ways to Manage Risk***
  - Risk avoidance
  - Risk reduction
  - Risk assumption
  - Risk shifting
- ***Four Steps in Insurance Planning***
  - Set Insurance Goals
  - Develop a Plan to Reach Your Goals