
COMPUTER APPLICATIONS

Overview

This event provides recognition for FBLA members who can most efficiently demonstrate computer application skills.

This event consists of two parts: an objective test taken at the NLC and a skills production test taken prior to the NLC.

Competencies and Task Lists

<http://www.fbla-pbl.org/docs/ct/FBLA/COMPUTERAPPLICATIONS.pdf>

Web Site Resources

- Certiport
<http://www.certiport.com>
- Computer Literacy Course
<http://www.ncl.leicester.sch.uk/It2/index.htm>
- How-to articles from Microsoft
<http://www.microsoft.com/education/tutorials.msp>
- Jan's Illustrated Computer Literacy 101
<http://www.jegsworks.com/Lessons/index.html>
- Microsoft Word Mail Merge Tutorials
<http://mistupid.com/technical/mailmerge>
- Webopedia
<http://www.pcwebopedia.com/>

COMPUTER APPLICATIONS SAMPLE QUESTIONS

1. Software that lets you see information in map form is a:
 - a. DSS
 - b. genetic algorithm
 - c. mapping agent
 - d. neural network
2. Equal-to, less-than, and greater-than are examples of:
 - a. arithmetic operations
 - b. logical operators
 - c. locations
 - d. subtraction
3. Giving this element would **not** help to narrow a search:
 - a. date
 - b. applet
 - c. boolean operator
 - d. language
4. The most used top-level domain is:
 - a. .edu
 - b. .com
 - c. .net
 - d. .gov

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5. DSL stands for:
 - a. digital stream line
 - b. digital subscriber line
 - c. digital self-help line
 - d. digital service line

 6. A program that provides synonyms is called a(n):
 - a. editing program
 - b. form letter program
 - c. thesaurus program
 - d. indexing program

 7. The result of a formula in a cell is known as the:
 - a. label
 - b. range
 - c. value
 - d. displayed value

 8. Which one of the following is **not** a basic data maintenance operation?
 - a. creating a report from existing data
 - b. deleting existing data
 - c. adding new data
 - d. changing existing data

 9. This term is gaining access to a computer network, file, or other resource without permission.
 - a. interfering
 - b. unauthorized use
 - c. hacking
 - d. unauthorized access

 10. Which one of the following can you do when communicating online in a written form with another person?
 - a. see their facial expressions
 - b. see their body language
 - c. hear their tone of voice
 - d. see your computer screen

 11. Which one of the following is **not** a form of electronic communications?
 - a. face-to-face
 - b. chat
 - c. e-mail
 - d. discussion postings

 12. Which one of the following should you do when posting to a discussion group?
 - a. post an item that includes irrelevant information
 - b. keep posting the same item repeatedly until somebody responds
 - c. post the same item four times
 - d. first search previous postings to see if the topic has already been posted

 13. Spreadsheet programs are powerful _____ tools that allow you to complete calculations
 - a. currency
 - b. presentation
 - c. accounting
 - d. database

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14. Which one of the following is an example of an ISP?
- NetZero
 - America Online
 - AT&T Worldnet
 - CompuServe
15. According to the FBLA-PBL format guide, which of the following sequences for memorandums is correct?
- standard style, side and bottom margins of 1.5 inches, and top margin of 1.5 inches
 - standard style, top, side, and bottom margins of 1 inch
 - standard style, side and bottom margins of 1 inch, and top margin of 2 inches
 - standard style, side and bottom margins of 1.5 inches, and top margin of 2 inches
16. The em dash is used:
- to mark a sudden break or abrupt change of thought
 - immediately after a comma, colon, or semicolon
 - immediately after a comma
 - at the beginning of any line of type
17. Which one of the following words uses a hyphen to break the words?
- turned back
 - send off
 - oat cake
 - jungle side
18. A dimmed command:
- appears gray
 - appears black
 - appears light blue
 - does not show
19. What external storage devices are still used to store personal computer-generated data?
- floppy disks and card readers
 - CD-RW, CD-R, card readers
 - Floppy disks, flash drives, card readers, PC video camera
 - CD/DVD, floppy disks, flash drives
20. What are examples of output devices?
- printer, monitor, and keyboard
 - keyboard and monitor
 - printer and monitor
 - keyboard, monitor, and mouse
21. The symbol for paragraph on the formatting menu bar of a word processing program means to:
- combine paragraphs
 - delete a paragraph
 - show spacing
 - add a paragraph
22. Which sentence is grammatically correct?
- This is the computer which has not been working since we bought it.
 - He wanted to see for himself the condition of the new golf course.
 - He wanted to see for hisself the condition of the new golf course.
 - Please read all the directions so you will set up the desks to face towards the west wall.

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23. Ending with a _____ is the default option in a presentation program.
- a. black slide
 - b. blank slide
 - c. white slide
 - d. summary slide
24. What is the name of the window that appears on the right side of the screen when opening a word processing program such as Word?
- a. task pane
 - b. window task pane
 - c. window pane
 - d. task window
25. The search window allows you to find lost files and folders if you know the _____ of the file or folder.
- a. exact name
 - b. partial name
 - c. whole name
 - d. file extension and name
26. This is an appropriate response to a newbie posting.
- a. correcting every little mistake made
 - b. a sarcastic response
 - c. a lashing out ridiculing their inexperience
 - d. a well-mannered kind response
27. This is known as expressing a strongly held opinion without holding back emotion.
- a. firewall
 - b. opinion
 - c. wringing
 - d. flaming
28. To maximize a window, press the icon with the _____ on the upper right side of the computer screen.
- a. close down symbol
 - b. minus symbol
 - c. restore down symbol
 - d. maximize symbol
29. Correct a word that has a _____ under the word (in your word processing program) by right clicking and choosing the correct spelling.
- a. red straight line
 - b. red wavy line
 - c. green wavy line
 - d. green straight line
30. When selecting nonadjacent cells in a spreadsheet, you should select the first cells and then do which of the following actions?
- a. hold down the Shift key and select the remaining cells
 - b. hold down the Ctrl key and select the remaining cells
 - c. hold down the Any key and select the remaining cells
 - d. hold down the Alt key and select the remaining cells