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| **COMPUTER APPLICATIONS** |
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| 1)  | The two main categories of computer systems are \_\_\_. |
|  | A) software or hardware |
|  | B) data or peripherals |
|  | C) hardware or peripherals |
|  | D) cache or networks |

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| 2)  | Printers use \_\_\_ to avoid mixing printout from several programs on a shared system. |
|  | A) spooling |
|  | B) slicing |
|  | C) paging |
|  | D) queuing |

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| 3)  | A \_\_\_ can take multiple shapes and sizes depending on where it is within a presentation software. |
|  | A) text box |
|  | B) mouse pointer |
|  | C) graph box |
|  | D) title box |

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| 4)  | What two items are included on the second default slide in a MS PowerPoint presentation? |
|  | A) title and content |
|  | B) title and text |
|  | C) content and text |
|  | D) content slide |

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| 5)  | When working with a spreadsheet, this type of a cell reference does**not** change when the formula is copied or moved to a new location. |
|  | A) embedded |
|  | B) absolute |
|  | C) fixed |
|  | D) relative |

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| 6)  | If you have created a database including all employees of a business, then all the information about one employee should be linked to one \_\_\_. |
|  | A) table |
|  | B) field |
|  | C) record |
|  | D) file |

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| 7)  | Any documents printed in portrait format will be \_\_\_. |
|  | A) 8 by 11 1/2 |
|  | B) wider than it is tall |
|  | C) the size of a portrait |
|  | D) taller than it is wide |

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| 8)  | The font \_\_\_ defines the appearance of letters, numbers, and special characters within a document. |
|  | A) type |
|  | B) size |
|  | C) format |
|  | D) style |

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| 9)  | An e-mail message is broken into small chunks called \_\_\_\_\_ as it is sent to the recipients. |
|  | A) user names |
|  | B) domain names |
|  | C) attachments |
|  | D) packets |

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| 10)  | This e-mail scam involves making the receiver think the email came from a legitimate source and usually contains information about a great opportunity or problem-solving product. |
|  | A) spoofing |
|  | B) trolling |
|  | C) claim jumping |
|  | D) phishing |

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| 11)  | Computer software in which source code is released under a license in which the copyright holder grants users the rights to study, change, and distribute the software to anyone and for any purpose. |
|  | A) trademarked software |
|  | B) public domain software |
|  | C) open source software |
|  | D) freeware |

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| 12)  | What is the basic rule of netiquette? |
|  | A) disregard the receiver of your message |
|  | B) do unto others, as you'd have others do unto you |
|  | C) anything goes |
|  | D) you are only communicating with a computer |

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| 13)  | A \_\_\_ copies itself repeatedly, using up resources and possibly shutting down computers or networks. |
|  | A) worm |
|  | B) spoofing |
|  | C) Trojan horse |
|  | D) virus |

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| 14)  | A subject line is used in a letter to \_\_\_\_\_. |
|  | A) call attention of a department or job title |
|  | B) show the writer’s initials |
|  | C) alert the reader to the contents of the letter |
|  | D) list the attachments of the letter |

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| 15)  | Which of the following is the most correct for the first line of an addressed envelope according to the FBLA Formatting Guide? |
|  | A) MRS MARY S JONES |
|  | B) Mary S. Jones |
|  | C) Mrs. Mary S. Jones |
|  | D) MRS. MARY S. JONES |

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| 1) | A |
| 2) | A |
| 3) | B |
| 4) | A |
| 5) | B |
| 6) | C |
| 7) | D |
| 8) | D |
| 9) | D |
| 10) | A |
| 11) | C |
| 12) | B |
| 13) | A |
| 14) | C |
| 15) | A |