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| **WORD PROCESSING** |
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| 1)  | The feature that allows one to send personalized letters and emails without having to customize each letter. |
|  | A) insert |
|  | B) duplicate |
|  | C) mail merge |
|  | D) email attachment |

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| 2)  | A word, phrase, or image that you can click on to jump to a new document or a new section within the current document |
|  | A) hyperlink |
|  | B) hyperjump |
|  | C) hyperdrive |
|  | D) hyperdoc |

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| 3)  | \_\_\_ provide the design consistency that any organization (or individual) needs to look professional. |
|  | A) Developer plates |
|  | B) Infoplates |
|  | C) Blockplates |
|  | D) Templates |

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| 4)  | A temporary holding area the computer uses for any item that has been copied or cut. |
|  | A) text box |
|  | B) clipboard |
|  | C) menu |
|  | D) operating system |

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| 5)  | \_\_\_\_ text increases the space between words to fill the entire line so that it is from the left and right edges. |
|  | A) Alignment |
|  | B) Tab |
|  | C) Divider |
|  | D) Justified |

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| 6)  | Line spacing is also known as \_\_\_. |
|  | A) bleeding |
|  | B) lining |
|  | C) implying |
|  | D) leading |

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| 7)  | A paragraph-formatting feature used to align text. |
|  | A) spacing |
|  | B) tabs |
|  | C) dividing |
|  | D) lines |

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| 8)  | A feature that automatically moves text to the next line from the previous line without the use of a return command. |
|  | A) alignment |
|  | B) orientation |
|  | C) spacing |
|  | D) word wrap |

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| 9)  | A key used for inserting text in front of other text or overwriting text after the cursor as the user types. |
|  | A) delete |
|  | B) control |
|  | C) command |
|  | D) insert |

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| 10)  | Users can find how-to articles, training videos, and tutorials in the \_\_\_. |
|  | A) command option |
|  | B) help menu |
|  | C) wizard |
|  | D) find key |

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| 11)  | This technique focuses on correcting minor errors and inconsistencies in a word processing document. |
|  | A) proofreading |
|  | B) monitoring |
|  | C) modifying |
|  | D) exercising |

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| 12)  | A feature that allows the user to view how the document will look when printed. |
|  | A) placement view |
|  | B) print overview |
|  | C) print preview |
|  | D) point of view |

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| 13)  | Using an advanced find and replace feature allows one to find all of the following special characters **except** \_\_\_. |
|  | A) cell |
|  | B) any alphabetic character |
|  | C) paragraph mark |
|  | D) field |

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| 14)  | When trying to print only the page you see in the print preview, you should select the print \_\_\_ option. |
|  | A) all |
|  | B) current page |
|  | C) master |
|  | D) selective |

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| 15)  | \_\_\_ orientation refers to the vertical design or layout of an image, document, or device. |
|  | A) Postal |
|  | B) Landscape |
|  | C) Design |
|  | D) Portrait |

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