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| **WORD PROCESSING** | |
| |  |  | | --- | --- | | 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 |