Directions: Read each question below and select the best answer.

1.   WYSIWYG means
        a.   when you're seen is what you get
        b.   what you see is what you get
        c.   when you see is why you get
        d.   what you see is why you get

2.   The two types of page orientation are
        a.   portrait and landscape
        b.   top and bottom
        c.   left and right
        d.   header and footer

3.   In Word, a green squiggly line under a phrase means
        a.   grammatical error
        b.   spelling error
        c.   printing error
        d.   saving error

4.   The acceptable top margin on the second page of a multi-page report is
        a.   1 inch
        b.   1 ½ inches
        c.   2 inches
        d.   2 ½ inches

5.   Report references are listed alphabetically by
        a.   book title
        b.   author's last name
        c.   author's first name
        d.   subject

6.   When you create one document that will be sent to different people showing their specific information, you should
        a.   retype the letter every time
        b.   use the mail merge feature
        c.   save the letter as a different file for each person
        d.   not personalize the letter

7.   When the word processing software automatically starts a new page in a document, it is known as
        a.   hard page break
        b.   soft page break
        c.   automatic page break
        d.   forced page break

8.   An object inserted into a document that when changed also changes the original object is said to be
    a.   a linked object
    b.   an embedded object
    c.   a saved object
    d.   a protected object

9.   Which of the following is a text file format that can be opened in several applications?
    a.   .rtf
    b.   .gif
    c.   .pdf
    d.   .wmf

10.   To create a professional, consistent look among several documents, you should use
    a.   formats
    b.   styles
    c.   pages
    d.   columns

11.   The _____ displays the name of the program and the open file name.
    a.   Title Bar
    b.   Scroll Bar
    c.   Status Bar
    d.   Menu Bar

12.   When proofreaders use three underlines under a character, it means
    a.   change the font
    b.   change the font size
    c.   make lower case
    d.   make upper case

13.   In proofreading, the ellipses indicates that the text should be
    a.   leave as is
    b.   deleted
    c.   capitalized
    d.   lower case

14.   What feature keeps the first line of a paragraph at the left margin and indents the rest of the paragraph?
    a.   Indent
    b.   Hanging Indent
    c.   Double Indent
    d.   Double Spacing

15. Which option should you use to keep a selected numbered list together?
    a. Widow/Orphan Control
    b. Keep With Next
    c. Keep Lines Together
    d. Page Break Before

16. When using the Find command, an asterisk (*) is used
    a. to find files containing a space.
    b. to find files containing an asterisk in the name.
    c. to find files containing only symbols in the name.
    d. in place of unknown characters.

17. A subscript is text
    a. that resembles cursive writing.
    b. that is raised slightly above the current line.
    c. that is moved slightly below the current line.
    d. with a line underneath.

18. The Show/Hide feature
    a. turns margins on and off.
    b. turns formatting on and off.
    c. allows you to create headers and footers.
    d. allows you to view special formatting codes such as paragraph markers.

19. Using open punctuation in a letter means there is
    a. a colon after the salutation and a comma after the closing.
    b. no colon after the salutation and no comma after the closing.
    c. a punctuation mark at the end of each lien.
    d. not any punctuation marks anywhere in the letter.

20. The Replace command is used to
    a. suggest a better word or phrase for the highlighted text.
    b. change text to other text that you supply.
    c. locate text.
    d. automatically correct the spelling of all highlighted text.

21. Which keyboard command moves the insertion point to the beginning of a line of text?
    a. Enter
    b. Home
    c. End
    d. Shift

22. What icon should you click on to insert an unordered list?
    a.
    b.
    c.
    d.

23. What icon should you click on to add shading to a table?
    a.
    b.
    c.
    d.

24. When you prepare a personal business letter or a business letter, which punctuation style is not acceptable?
    a. Dear Mr. Jones, and Sincerely yours,
    b. Dear Mr. Jones and Sincerely yours
    c. Dear Mr. Jones. and Sincerely yours.
    d. Dear Mr. Jones: and Sincerely yours,

25. Which line spacing will you use to format a report?
    a. DS with no paragraphs indented
    b. TS with no paragraphs indented
    c. DS with paragraphs indented
    d. SS with paragraphs indented

26. If you are creating a memorandum, you will prepare the heading using which of the following styles?
    a. All information on one line
    b. Single space
    c. Double space
    d. Triple space

27. What is the purpose of reference initials in a business letter?
    a. To indicate the typist of the letter
    b. To indicate the other receipts being copied
    c. To indicate the recipient of the letter
    d. They really have no purpose in the business letter

28. A Table consists of ...
    a. Header and body
    b. Cells, columns, and rows
    c. Header, cell, and rows
    d. Cells, rows, and header

29. When you are enclosing an object in the envelope with the letter, you should tell the recipient by including which special notation?
    a. Post Script
    b. Mailing Notation
    c. Attention Line
    d. Enclosure Notation

30. The WORD 2010 window consists of the following
    a. Menu, ribbon, quick access toolbar
    b. Index, ribbon, menu
    c. Spell check, index and quick access toolbar
    d. Index, menu, and spell check

31. What is the preferred method for the principal to send a message to all the members of the school staff?
    a. Individual phone calls
    b. Locate each teacher/aid/chairperson/secretary/custodian
    c. Send them a letter
    d. Send them a memorandum

32. How would you prepare a set of instructions that must be completed in a specific order.
    a. Paragraph format
    b. Bulleted list
    c. Memorandum
    d. Numbered list

33. If your club wants to tell the school about the events you will be hosting this year, what is the best document to accomplish this?
    a. Personal business letter
    b. Flyer or newsletter
    c. Memorandum
    d. Report

34. What is included in the closing section of a business letter?
    a. Salutation, writer's identification, date
    b. Writer's identification and title, date, complimentary closing
    c. Writer's identification and title, complimentary closing, reference initials
    d. Date, complimentary closing, and salutation

35. The tab option used to open the Print dialog box is:
    a. Edit
    b. Page Layout
    c. Insert
    d. File

36. A window that opens up and allows you to make changes or enhance an object is known as a:
    a. A format box
    b. A dialog box
    c. A font box
    d. None of the above

37. Which type of paragraph alignment adds horizontal space to align text evenly along the left and right margins?
    a.   Center
    b.   Right
    c.   Left
    d.   Justify

38. What is the keyboard shortcut for centering text?
    a.   CTRL + E
    b.   CTRL + C
    c.   CTRL + B
    d.   CTRL + X

39. What group are the Bullets & Numbering options under?
    a.   Font
    b.   Paragraph
    c.   Styles
    d.   Format

40. Which dialog box is used to set a leader?
    a.   Tabs dialog box
    b.   Leader dialog box
    c.   Bullets & numbering dialog box
    d.   Font dialog box

41. In order to create a soft line break, which key(s) would you hit?
    a.   Enter
    b.   Shift+Enter
    c.   Ctrl+Enter
    d.   Alt+Enter

42. The point where a row & column meet in a table is known as:
    a.   A cell
    b.   A box
    c.   A field
    d.   None of the above

43. The "word wrap" term refers to:
    a.   Automatic line breaking
    b.   Hitting enter at the end of a line
    c.   Manual line breaking
    d.   Words that know how to sing

44. A PBL is sent from a business to:
    a.   An individual
    b.   Another business
    c.   Either a or b
    d.   None of the above

45. When someone puts information in descending order this refers to:
    a. Sorting from A-Z
    b. Leaving text alone
    c. Sorting from Z-A
    d. None of the above

46. The only difference between a personal-business letter and a business letter is that the business letter is printed on _____ that includes the return address.
    a. stationary
    b. logo paper
    c. plain paper
    d. letterhead

47. Which of the following ways would we type the subject line of a business letter?
    a. vacation
    b. Vacation
    c. VACATION
    d. *Vacation*

48. Which of the following memo elements are in correct order?
    a. reference initials, followed by attachment notation
    b. attachment notation, followed by reference initials
    c. complimentary close, followed by attachment notation
    d. complimentary close, followed by reference initials

49. The farewell of the letter, such as Sincerely yours, is called the:
    a. complementary closing
    b. inside close
    c. corresponding close
    d. close

50. Letters arranged in block format
    a. have justified line endings
    b. have all parts of the letter beginning at the left margin
    c. do not include a salutation
    d. include a subject block

Keyboarding/Internet Baseline Assessment Key

1	B	26	C
2	A	27	A
3	A	28	B
4	A	29	D
5	B	30	A
6	B	31	D
7	B	32	D
8	A	33	B
9	C	34	C
10	B	35	D
11	A	36	B
12	D	37	D
13	A	38	A
14	B	39	B
15	C	40	A
16	D	41	B
17	C	42	A
18	D	43	A
19	B	44	D
20	B	45	C
21	B	46	D
22	A	47	C
23	C	48	A
24	C	49	A
25	C	50	B