

## 20 Multiple choice questions

1. A feature that allows text to be aligned at the left AND right margins.

- A. COPY/PASTE:
- B. SHORTCUT MENU:
- C. **JUSTIFICATION:**
- D. SCREEN TIP:

2. Formatting of a paragraph to align with the left margin, right margin, centered, or both margins.

- A. PROOFREAD:
- B. FILE NAME:
- C. TOOLBAR TABS:
- D. **ALIGNMENT:**

3. A calculator type keyboard on the right side used when large amounts of numeric data are to be keyed.

- A. FONT EFFECTS:
- B. DRAW TOOLBAR:
- C. ALTERNATE: (ALT)
- D. **NUMERIC KEYPAD:**

4. A dialog box that will save a document in a specific format

- A. GRAPHICS:
- B. **SAVE AS**
- C. SPACE BAR:
- D. ITALICS:

5. A key that when struck causes the cursor to move to the left margin and down to the next line.

- A. ARROW KEYS:
- B. JUSTIFICATION:
- C. **ENTER (RETURN):**
- D. MENU BAR:

6. Master document that has predefined page layout, fonts, margins, and styles and is used to create new documents that will share the same basic formatting.

- A. DELETE:
- B. NUM LOCK:
- C. KEYBOARD:
- D. **TEMPLATE:**

7. Dividing a page into vertical sections. (FORMAT - COLUMNS)

- A. CURSOR:
- B. COLUMN:
- C. CENTER:
- D. SAVE AS

8. An arrangement of letters, figures, symbols, and other keys used to input characters, commands, and functions to the computer.

- A. **KEYBOARD:**
- B. SPACE BAR:
- C. TOOLBARS:
- D. WORD WRAP:

9. A key used to switch the numeric keypad between numeric entry and editing.

- A. SPACE BAR:
- B. CONTROL:
- C. **NUM LOCK:**
- D. UNDERLINE:

10. A feature that centers lines of text horizontally.

- A. INDENT:
- B. RETURN:
- C. **CENTER:**
- D. COLUMN:

11. A feature that duplicates text from one location and then places the duplicated text at another location.

- A. MOVE:
- B. ESCAPE (ESC):
- C. JUSTIFICATION:
- D. **COPY/PASTE:**

12. To move the cursor to the beginning of the next line by striking the Enter key.

- A. PRINTER:
- B. CENTER:
- C. MENU BAR:
- D. **RETURN:**

13. The internal operating unit or "brain" of a computer.

- A. GROSS WORDS A MINUTE:
- B. UNDERLINE:
- C. FONT POINT:
- D. CPU (CENTRAL PROCESSING UNIT)

14. A feature that sets a tab that indents a paragraph.

- A. INDENT:
- B. ITALICS:
- C. BOLD:
- D. SAVE AS

15. A TV like device used to display text and graphic images on a screen.

- A. PRINTER:
- B. RETURN:
- C. CONTROL:
- D. MONITOR:

16. A key that when depressed immediately before or as another key is stuck causes that key to perform a special function.

- A. ESCAPE (ESC):
- B. ENTER (RETURN):
- C. ALTERNATE: (ALT)
- D. TABLES TOOLBAR:

17. Special keys used alone or in combination with other keys to perform special functions, such as setting margins and centering copy.

- A. ARROW KEYS:
- B. FUNCTION KEYS (F KEYS):
- C. TOOLBAR TABS:
- D. FONT EFFECTS:

18. A toolbar that allows the operator to create tables, change colors within the table, insert data, etc.

- A. STATUS LINE:
- B. NUMERIC KEYPAD:
- C. TOOLBARS:
- D. TABLES TOOLBAR:

19. Number of inches left blank at the left and right of printed lines and at the top and bottom of printed pages.

- A. MENU BAR:
- B. GRAPHICS:
- C. MARGINS:
- D. ITALICS:

20. A key that when struck causes the cursor to move to a preset position, as in indenting paragraphs.

- A. ENTER (RETURN):
- B. TAB:
- C. CAPS LOCK:
- D. BOLD: