

BCA PreTest
Multiple Choice

Identify the choice that best completes the statement or answers the question.

1. A document most often used for announcements, requests, short reports, or as handouts for meetings is called a(n) _____.

- A. letter
- b. Report
- c. memo**
- d. e-mail

2. The headings typically included in a memo are _____.

- A. To, From, Sent, and Date
- B. To, From, Date, and Subject**

- c. To, Sent, Date, and Subject
- d. From, Date, Sent, and Subject

3. The most common formatting options, such as bold and italics, are found _____

- a. on the Home tab
- b. on the Mini toolbar

c. both a and b

- d. none of the above

4. You can preview what a document will look like online by using _____.

- a. Print view
- b. Print preview
- c. Online Layout view

d. Web Layout view

5. The form that a finished presentation or project takes is called a _____.

- a. medium**
- b. message
- c. release
- d. digital document

6. A trifold flyer can be folded to create as many as _____ sections.

- a. three

b. six

- c. nine
- d. twelve

7. Press releases are issued by companies to _____.

- a. inform the media of things they are doing
- b. quell gossip
- c. convey good news
- d. convey bad news

e. all of the above

8. To have text flow around a graphic, use _____.

a. text wrapping

- b. text flow
- c. graphic wrapping
- d. graphic flow

9. To resize a picture, use tools found in the _____ group.

- a. Format

b. Picture

c. Image

d. Size

10. A picture is in landscape mode when it _____.

a. is higher than it is wide

b. has the same height and width

c. is wider than it is high

d. none of the above

11. A document most often used for announcements, requests, short reports, or as handouts for meetings is called a(n) _____.

a. letter

b. report

c. memo

d. e-mail

12. A trifold flyer can be folded to create as many as _____ sections.

a. three

b. six

c. nine

d. twelve

13. An important question to ask before beginning work on any presentation is _____

a. How much time do I have for the presentation?

b. How many slides do I need to use?

c. Should I use notes on my slides?

d. all of the above

14. The headings typically included in a memo are _____.

a. To, From, Sent, and Date

b. To, From, Date, and Subject

c. To, Sent, Date, and Subject

d. From, Date, Sent, and Subject

15. Press releases are issued by companies to _____.

a. inform the media of things they are doing

b. quell gossip

c. convey good news

d. convey bad news

e. all of the above

16. Storyboarding is used to _____.

a. reference during a presentation

b. help with planning each slide carefully for maximum impact

c. keep track of changes and additions to your original presentation

d. all of the above

17. The most common formatting options, such as bold and italics, are found _____.

a. on the Home tab

b. on the Mini toolbar

c. both a and b

d. none of the above

18. To have text flow around a graphic, use _____.

a. text wrapping

b. text flow

c. graphic wrapping

d. graphic flow

19. You can quickly insert several pictures and text in an attractive way by using the _____ option.

a. SmartArt

b. SmartGraphics

c. Picture

d. Graphic

20. You can preview what a document will look like online by using _____.

a. Print view

b. Print preview

c. Online Layout view

d. Web Layout view

21. To resize a picture, use tools found in the _____ group.

a. Format

b. Picture

c. Image

d. Size

22. When previewing a presentation in Slide Show view, press the Esc key to _____.

a. move to the next slide

b. move back to the previous slide

c. return to Normal view

d. close PowerPoint

23. The form that a finished presentation or project takes is called a _____.

a. medium

b. message

c. release

d. digital document

24. A picture is in landscape mode when it _____

a. is higher than it is wide

b. has the same height and width

c. is wider than it is high

d. none of the above

25. Narrating your presentation is called a _____.

a. narration

b. digital recording

c. voiceover

d. none of the above

Completion

Complete each statement.

26. Companies issue _____ **press releases** _____ to inform the media of newsworthy events, major changes, and company performance.

27. If a graphic is left _____ **inline** _____ with text, no text can appear in the horizontal space around the graphic.

28. If you do not want _____ **color** _____ in your document, you can choose grayscale.

29. For showing people in action situations, _____ **portrait** _____ mode is perfect.

30. For showing countryside or mountain landscapes, _____ **landscape** _____ mode is perfect.

31. To set a picture back to normal, select the _____ **Reset Picture** _____ option.

32. Times New Roman is a popular _____ **serif** _____ font.

33. Every professionally published report should have a(n) _____ **title** _____ page.

34. Preformatted documents, known as _____ **templates** _____, are easy to find and use.

35. The basic information required to communicate with someone can be found on their business card.

Matching

Match each item with the correct statement below.

36. set of complementary and contrasting colors that look good together d. style
37. holding space i. Clipboard
38. displays hidden paragraph symbols, the space dots between words, and the tab symbol g. Show/Hide
39. artful arrangement, layout, and design of a document e. Formatting
40. used to copy and paste formatting from one selection to another a. Format Painter
41. determines the look of the letters in words h. font style
42. key ideas you want to share c. message
43. should be determined by the readability and accessibility needs of your audience j. font size
44. view you will work in most often b. Print Layout view
45. target of your message f. Audience

Match each item with the correct statement below.

46. where columns and rows meet in a table b. cells
47. Dear Mr. Johnson h. salutation
48. ensures that a letter is kept confidential d. envelope
49. help participants of meetings and events stay on topic a. agenda
50. presents facts, opinions, ideas, or recommendations on topic of importance g. reports
51. every line and paragraph begins flush on the left margin i. block style
52. Sincerely c. complimentary close
53. lines marking columns and rows f. gridlines
54. centerline located 3 1/4" from the left margin e. modified block letter style
55. colon after the salutation and comma after the complimentary close are removed j. open punctuation

Short Answer

56. How do you move to the next cell in a table? Tab key
57. How do you move back one cell in a table? Shift + tab
58. What are semi-transparent words or pictures that are visible beneath the text of your document known as? watermarks
59. In a modified block style letter, the date, address block, and complimentary close are keyed on which side of the centerline? right
60. What is the portion of a letter from the salutation to the complimentary close known as? body
61. How do you move to the next cell in a table? Tab key
62. How do you move back one cell in a table? Shift + Tab keys
63. What are semi-transparent words or pictures that are visible beneath the text of your document known as? watermarks
64. In a modified block style letter, the date, address block, and complimentary close are keyed on which side of the centerline? Right
65. What is the portion of a letter from the salutation to the complimentary close known as? body
66. By what means does a company typically inform the media of a newsworthy event, major change, or company performance? Press release
67. If you do not want color to appear when your document is printed, what option should you choose? grayscale

68. What option can you use to copy and paste formatting from one item to another? **Format painter**

69. In PowerPoint, what view is best for reordering slides? **Slide sorter view**

70. Bulleted lists in presentations should be limited to how many words? **Ten or less**