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| **COMPUTER APPLICATIONS** | |
| |  |  | | --- | --- | | 1) | The two main categories of computer systems are \_\_\_. | |  | A) software or hardware | |  | B) data or peripherals | |  | C) hardware or peripherals | |  | D) cache or networks | |  |
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| |  |  | | --- | --- | | 2) | Printers use \_\_\_ to avoid mixing printout from several programs on a shared system. | |  | A) spooling | |  | B) slicing | |  | C) paging | |  | D) queuing | |  |
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| |  |  | | --- | --- | | 3) | A \_\_\_ can take multiple shapes and sizes depending on where it is within a presentation software. | |  | A) text box | |  | B) mouse pointer | |  | C) graph box | |  | D) title box | |  |
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| |  |  | | --- | --- | | 4) | What two items are included on the second default slide in a MS PowerPoint presentation? | |  | A) title and content | |  | B) title and text | |  | C) content and text | |  | D) content slide | |  |
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| |  |  | | --- | --- | | 5) | When working with a spreadsheet, this type of a cell reference does**not** change when the formula is copied or moved to a new location. | |  | A) embedded | |  | B) absolute | |  | C) fixed | |  | D) relative | |  |
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| |  |  | | --- | --- | | 6) | If you have created a database including all employees of a business, then all the information about one employee should be linked to one \_\_\_. | |  | A) table | |  | B) field | |  | C) record | |  | D) file | |  |
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| |  |  | | --- | --- | | 7) | Any documents printed in portrait format will be \_\_\_. | |  | A) 8 by 11 1/2 | |  | B) wider than it is tall | |  | C) the size of a portrait | |  | D) taller than it is wide | |  |
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| |  |  | | --- | --- | | 8) | The font \_\_\_ defines the appearance of letters, numbers, and special characters within a document. | |  | A) type | |  | B) size | |  | C) format | |  | D) style | |  |
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| |  |  | | --- | --- | | 9) | An e-mail message is broken into small chunks called \_\_\_\_\_ as it is sent to the recipients. | |  | A) user names | |  | B) domain names | |  | C) attachments | |  | D) packets | |  |
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| |  |  | | --- | --- | | 10) | This e-mail scam involves making the receiver think the email came from a legitimate source and usually contains information about a great opportunity or problem-solving product. | |  | A) spoofing | |  | B) trolling | |  | C) claim jumping | |  | D) phishing | |  |
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| |  |  | | --- | --- | | 11) | Computer software in which source code is released under a license in which the copyright holder grants users the rights to study, change, and distribute the software to anyone and for any purpose. | |  | A) trademarked software | |  | B) public domain software | |  | C) open source software | |  | D) freeware | |  |
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| |  |  | | --- | --- | | 12) | What is the basic rule of netiquette? | |  | A) disregard the receiver of your message | |  | B) do unto others, as you'd have others do unto you | |  | C) anything goes | |  | D) you are only communicating with a computer | |  |
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| |  |  | | --- | --- | | 13) | A \_\_\_ copies itself repeatedly, using up resources and possibly shutting down computers or networks. | |  | A) worm | |  | B) spoofing | |  | C) Trojan horse | |  | D) virus | |  |
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| |  |  | | --- | --- | | 14) | A subject line is used in a letter to \_\_\_\_\_. | |  | A) call attention of a department or job title | |  | B) show the writer’s initials | |  | C) alert the reader to the contents of the letter | |  | D) list the attachments of the letter | |  |
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| |  |  | | --- | --- | | 15) | Which of the following is the most correct for the first line of an addressed envelope according to the FBLA Formatting Guide? | |  | A) MRS MARY S JONES | |  | B) Mary S. Jones | |  | C) Mrs. Mary S. Jones | |  | D) MRS. MARY S. JONES | |  |

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