Name _____

1. True of False. When keyboarding, proper posture includes feet flat on the floor, one foot placed slightly ahead of the other.

2. What three letters should you type using the little finger of you left hand?

3. After each of the following, indicate the spacing you should use – 0 space, I space, or 2 spaces

a. after a period following and initial	
b. following a period with an abbreviation	
c. after punctuation at the end of a sentence	
d. before or after a dash	
e. after a comma	

4. Name three (3) utilities that you can use for file management.

5. Match proper letter from Column B with its proper term in Column A

Answer	Column A	Column B
	Data File	a. A file that is identified as belonging to a certain application
	Associated File	b. A file that holds a set of instructions such as word processing. Starts a program
	Application File	c. A file that contains data created in a program, such as a word processor

6. Name three (3) Web Browsers

7. State three (3) guidelines that should be followed with Google or some other search utility that would result in better search results.

_____

_____

_____

8. a. What is your account called?

b. How big is your account?

9. a. State 5 different types of computers (refers to your notes)

b. Name the four (4) basic functions that all computers do.

10. a. What is meant by *digital information*?

b. Give another word for *computer memory*.

c. How is computer memory measured?

d. What does *RAM* stand for?

e. What does *ROM* stand for?

11. Give two good examples of *application software*.

12. _____ is the software that makes your computer work.

13. A computer application that simulates a paper worksheet is _____.

14. _____ is a computer application that plays back multimedia files.

15. A *file format* is a particular way to encode information for storage in a computer file. Give three examples of different file formats and what each format represents.
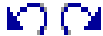
File format	Type of File

16. _____ is a branch of practical philosophy which deals with how computing professionals and general users should make decisions regarding professional and social conduct.

17. While word processing, making changes to documents, including adding text or removing text, is referred to as _____.

18. When typing text in a word processor, the text automatically flows to the next line as you are typing. This is referred to as _____.

19. State the meaning of each of the following word processing symbols:

✂		↶ ↷	
📋		💾	
📋		🖨	
📋		❓	

20. Give a good example of each of the following Word Processing terms.

Keyboard Shortcuts:	
Type face:	
Type size:	
Text style:	
Color:	
Alignment:	