

## 30 Multiple choice questions

---

1. has no punctuation mark after the salutation and complimentary close
  - a. mixed punctuation
  - b. View Tab
  - c. salutation
  - d. open punctuation
  
2. a short, polite closing such as respectfully yours, sincerely, or cordially yours
  - a. computer virus
  - b. CTRL Home
  - c. modified style
  - d. complimentary close
  
3. damages files on March 6, the artist's birthday
  - a. Melissa virus
  - b. computer virus
  - c. Michelangelo virus
  - d. center
  
4. where the split button is located which allows the screen to split into two panes
  - a. View Tab
  - b. firewalls
  - c. time bomb
  - d. center
  
5. guard against hackers by acting like a gateway to a network to prevent unauthorized access.
  - a. firewalls
  - b. 2 inches
  - c. CTRL A
  - d. View Tab
  
6. programs that work to protect computers from viruses
  - a. How viruses spread
  - b. What viruses do...
  - c. modified style
  - d. Antivirus software

7. Used to select the whole document
  - a. CTRL A
  - b. CTRL Home
  - c. Worm
  - d. CTRL End
  
8. a trigger event that watches for the PC clock to reach a certain date to activate the virus
  - a. Page Down
  - b. View Tab
  - c. logic bomb
  - d. time bomb
  
9. This keystroke will take the cursor to the beginning of the document.
  - a. Home
  - b. CTRL Home
  - c. CTRL End
  - d. CTRL A
  
10. buttons used to locate certain words or letters in a document and change them to something else
  - a. CTRL delete
  - b. Find and Replace
  - c. signature line
  - d. inside address
  
11. A computer program that seems to perform one function while actually doing something else. It is different from a virus because it does not make copies of itself. This is associated with stealing passwords and deleting files.
  - a. 2 inches
  - b. CTRL Home
  - c. Trojan Horse
  - d. time bomb
  
12. a trigger event that watches for a specific set of input to activate the virus
  - a. time bomb
  - b. Page Down
  - c. CTRL Home
  - d. logic bomb

13. deletes words after the cursor
- CTRL End
  - CTRL Home
  - CTRL delete
  - center
14. This keystroke will take the cursor to the end of the document.
- End
  - CTRL Home
  - CTRL End
  - CTRL A
15. Placed 2 inches from the top of the page. DO NOT abbreviate it. quadruple space after it.
- End
  - body
  - date
  - Worm
16. where you begin typing the date, complimentary close, and signature line in a modified block style letter
- End
  - center
  - date
  - hacker
17. how grammatical errors are indicated in text
- Align text right
  - squiggly green line
  - Align text left
  - squiggly red line
18. The top margin of a business letter
- center
  - hacker
  - 100s
  - 2 inches

19. computer wizards who create viruses or try to get restricted information from computer systems
- Home
  - 100s
  - center
  - hacker
20. Zoom is found on what tab?
- View Tab
  - time bomb
  - firewalls
  - CTRL A
21. attaches itself to Microsoft Word documents
- Michelangelo virus
  - Melissa virus
  - computer virus
  - clipboard
22. A set of program instructions that attaches itself to a file, reproduces itself, and/or spreads to other files.
- computer virus
  - Delete Key
  - Michelangelo virus
  - center
23. Each line of text is aligned equally between the right and left margins.
- Align text right
  - Align center
  - center
  - Align text left
24. the typists initials in lower case letters
- firewalls
  - reference initials
  - Delete Key
  - selection bar

25. contains a colon (:) after the salutation and a comma (,) after the complimentary close
- open punctuation
  - View Tab
  - salutation
  - mixed punctuation
26. This keystroke will take the cursor to the beginning of the line.
- Home
  - body
  - date
  - Worm
27. the white margin space on the left side of the Word screen. When the cursor is placed in this area it can be used with the mouse to select lines or paragraphs.
- Delete Key
  - salutation
  - selection bar
  - CTRL A
28. how misspelled words are indicated in text
- squiggly green line
  - signature line
  - squiggly red line
  - Find and Replace
29. deletes characters after the cursor
- center
  - Delete Key
  - date
  - letterhead
30. When this button is selected each line of text will be aligned with the right margin, leaving the left edge ragged.
- Align text left
  - signature line
  - Align center
  - Align text right