

Student's Name: _____ Grade _____ Date: _____

S. C. MCPHERSON HIGH SCHOOL
BUSINESS DEPARTMENT
CHRISTMAS FINAL EXAM 2022

Multiple Choice

Instructions: For each question there are four suggested answers – **a, b, c,** and **d**. To answer to a question, click on the correct answer. Each question is worth 1 point.

1. Ergonomics is:
 - a) is a condition where a tendon becomes inflamed.
 - b) is an inflammation of the nerve that connects your forearm to the palm of your hand.
 - c) the study of work or how people work in their environment.
 - d) is the term for problems caused by looking at a computer screen.

2. If you are sitting poorly the body part that would hurt would be the _____.
 - a) Eyes and knees
 - b) Back and shoulder
 - c) Eyes and shoulder
 - d) Back, knees and shoulder

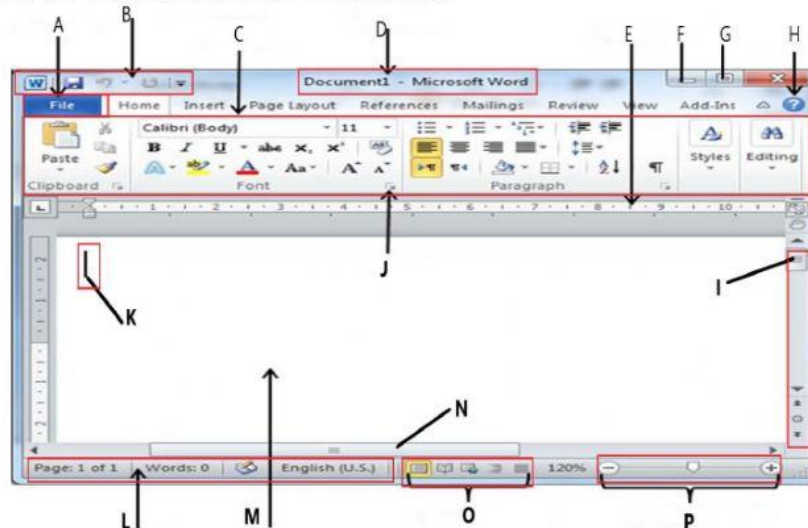
3. What is a computer keyboard?
 - a) An output device that displays information in pictorial form.
 - b) Contains the main electronics components of a desktop computer
 - c) An input device that allows a person to enter data into a computer.
 - d) An output device that allows a user to print items on paper.
 - e)

4. The proper way to close Windows 2016 is to:
 - a) turn off the computer.
 - b) select the Start button and then the Shut Down command.
 - c) press the Escape key.
 - d) double-click on the Windows 2016 Desktop.

5. Scroll bar is used to:
 - a) add text to a document.
 - b) decrease the length of a page.
 - c) increase the length of a page.
 - d) bring into view parts of a document that are off the screen.

6. Selecting the Zoom command allows you to:
 - a) open a copy of the document in a different view.
 - b) print a copy of the displayed document.
 - c) change the magnification of the displayed document.
 - d) save a copy of the displayed document.

Questions 4 to 22 refer to the Word window shown below:



7. The part of the window labelled **A** is:

- a) Title bar
- b) Ribbon
- c) File tab
- d) Status bar

8. The part of the window labelled **B** is:

- a) File tab
- b) Title bar
- c) Ribbon
- d) Quick access toolbar

9. The part of the window labelled **C** is:

- a) Quick access toolbar
- b) Ribbon
- c) Title bar
- d) Status bar

10. The part of the window labelled **G** is:

- a) Close
- b) Help
- c) Minimize
- d) Maximize

11. The part of the window labelled **H** is:

- a) Help
- b) Ruler
- c) Horizontal scroll bar
- d) Maximize

12. The part of the window labelled **I** is:

- a) Help
- b) Ruler
- c) Vertical scroll bar
- d) Close

13. The part of the window labelled **D** is:

- a) Dialog box launcher
- b) Ribbon
- c) Help button
- d) Title bar

14. The part of the window labelled **E** is:

- a) Ruler
- b) Scroll bar
- c) Status bar
- d) Task bar

15. The part of the window labelled **F** is:

- a) Ruler
- b) Minimize button
- c) Maximize button
- d) Help

16. The part of the window labelled **L** is:

- a) Zoom button
- b) Vertical scroll bar
- c) Layout view
- d) Status bar

17. The part of the window labelled **M** is:

- a) Zoom button
- b) Document area
- c) Layout view
- d) Status bar

18. The part of the window labelled **N** is:

- a) Zoom button
- b) Horizontal scroll bar
- c) Layout view
- d) Status bar

13. The part of the window labelled **J** is:
- a) Dialog box launcher
 - b) Ruler
 - c) Vertical scroll bar
 - d) Ribbon
14. The part of the window labelled **K** is:
- a) Dialog box launcher
 - b) Ruler
 - c) Insertion point/Cursor
 - d) Ribbon
19. The part of the window labelled **O** is:
- a) Zoom button
 - b) Document area
 - c) Layout view
 - d) Status bar
20. The part of the window labelled **P** is:
- a) Zoom button
 - b) Scroll bar
 - c) Layout view
 - d) Status bar
21. To end the current paragraph and begin the next paragraph:
- a) press the Escape key once and the Enter key once.
 - b) press the Enter key twice.
 - c) press the Home key once and the space bar once.
 - d) press the Backspace key once.
22. A character can be erased by pressing:
- a) the Enter key.
 - b) the Shift key.
 - c) the Escape key.
 - d) the Backspace key.
23. The arrow keys can be used to:
- a) delete text.
 - b) move the cursor within the exiting text without erasing or entering text.
 - c) save the document.
 - d) execute commands.
24. The Ribbon provides:
- a) a list of pull-down menu names.
 - b) information about commands being executed.
 - c) shortcuts to commonly performed actions.
 - d) an area of entering text.
25. When saving a document for the first time you can use:
- a) save
 - b) save-as
 - c) enter
 - d) either save or save-as
26. In class we save:
- a) On the computer
 - b) In a folder
 - c) online
 - d) in an online folder with you name
27. There are 2 spaces after a:
- a) full stop.
 - b) Question mark:
 - c) colon.
 - d) All of the above.

28. A green line under a word means that there is a _____ error.
- spelling
 - grammar
 - wrong word
 - highlighting
29. Word wrap is when:
- a word is too long to fit on a line and is deleted by Word.
 - Word hyphenates a word at the end of the line.
 - Word determines if there is room for a word at the end of a line or if it should go on the next line.
 - the typist determines where one line of text ends and the next begins.
30. To create a new document:
- click on the Word button and then select Ok.
 - type in the filename then select Ok.
 - click New on the File Tab, then Blank Document and create.
 - click on the cancel button and then start typing.
31. A red wavy line means:
- spelling error
 - grammar error.
 - Spacing error.
 - highlighting.
32. There is 1 space:
- After a comma
 - After a question mark.
 - After a full stop.
 - After an exclamation mark.
33. Backspace and delete:
- Are the same
 - Erases in different directions
 - Erases only words
 - Erases only letters.
34. Open and Save are:
- The same
 - One erases the document the other saves
 - They are different.
 - Both can be used to perform the same function.

SECTION B
(True/False Questions)

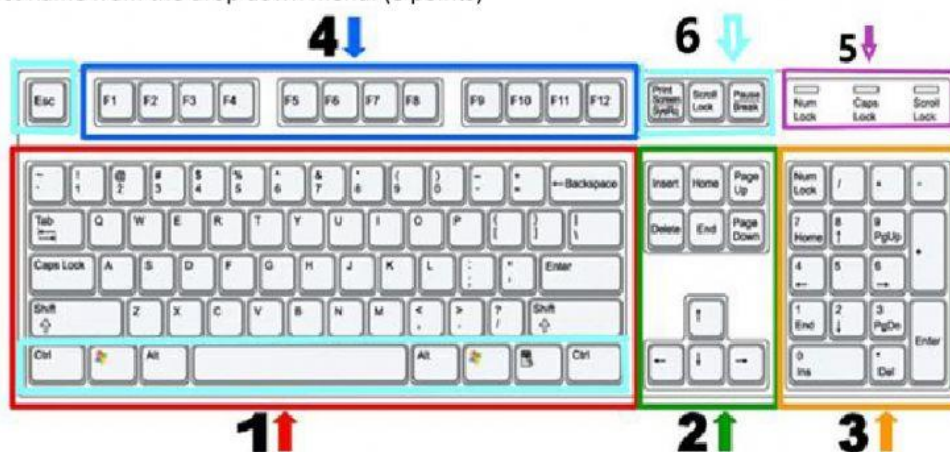
Instruction: The following statements are either **TRUE** or **FALSE**. Click in the drop down box and select True if **T** if the statement is true and False if the statement is false. Each question is worth 1 point.

		TRUE/FALSE
35.	MS Word is a spreadsheet program	_____

36.	Ergonomics is using the computer safety and correctly.	_____
37.	The insertion point is a blinking vertical line in a document that indicates where the new text and data will be entered.	_____
38.	Your hands should rest on the top row keys.	_____
39.	The title bar displays the file name and type of document.	_____
40.	There are 10 function keys.	_____
41.	The tab key goes over 5 spaces to the right.	_____
42.	Ribbons contain groups and icons.	_____
43.	The thumbs rest on the space bar.	_____
44.	A word application and a spreadsheet application can be running at the same time.	_____
45.	When saving a document you have state the name and location of the document.	_____
46.	You can only save a file once.	_____
47.	Any changes made to a document after saving are automatically stored in the file on disk.	_____
48.	You can press enter in a paragraph	_____
49.	You press enter to go to a next line	_____
50.	Home row keys are found in the top row	_____

SECTION: C
Label Diagrams

Instructions: Label the six (6) parts of the keyboard in the space provided; by clicking on the line and selecting the correct name from the drop down menu. (8 points)



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. What is the name of the keyboard layout? (2pts)

Instructions: Drop and drag the following letters to label the hand with the home row keys.

(A D F E I J K L S ;)

