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)

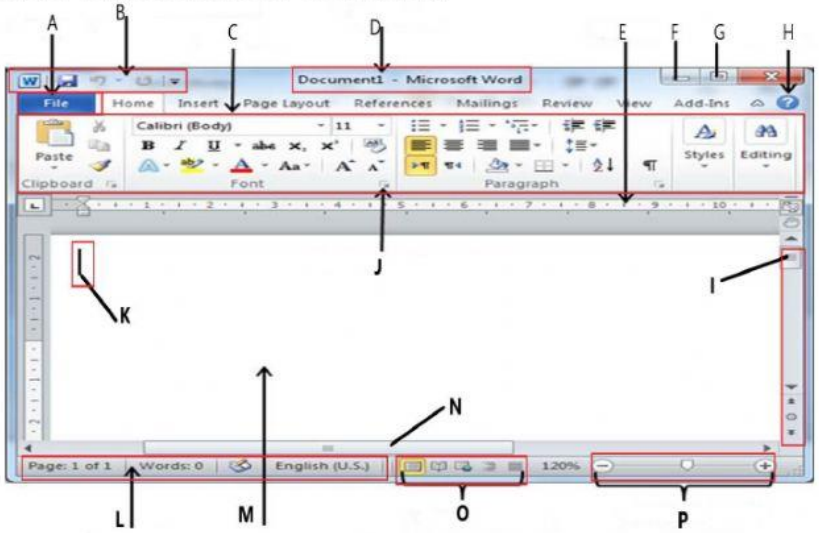
4. The proper way to close Windows 2016 is to:
   a) turn off the computer.
   b) select the Start button and then the Shut Down command.
   c) press the Escape key.
   d) double-click on the Windows 2016 Desktop.

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.

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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

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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.

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28. A green line under a word means that there is a _____ error.
    a) spelling
    b) grammar
    c) wrong word
    d) highlighting

29. Word wrap is when:
    a) a word is too long to fit on a line and is deleted by Word.
    b) Word hyphenates a word at the end of the line.
    c) Word determines if there is room for a word at the end of a line or if it should go on the next line.
    d) the typist determines where one line of text ends and the next begins.

30. To create a new document:
    a) click on the Word button and then select Ok.
    b) type in the filename then select Ok.
    c) click New on the File Tab, then Blank Document and create.
    d) click on the cancel button and then start typing.

31. A red wavy line means:
    a) spelling error
    b) grammar error.
    c) Spacing error.
    d) highlighting.

32. There is 1 space:
    a) After a comma
    b) After a question mark.
    c) After a full stop.
    d) After an exclamation mark.

33. Backspace and delete:
    a) Are the same
    b) Erases in different directions
    c) Erases only words
    d) Erases only letters.

34. Open and Save are:
    a) The same
    b) One erases the document the other saves
    c) They are different.
    d) 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.

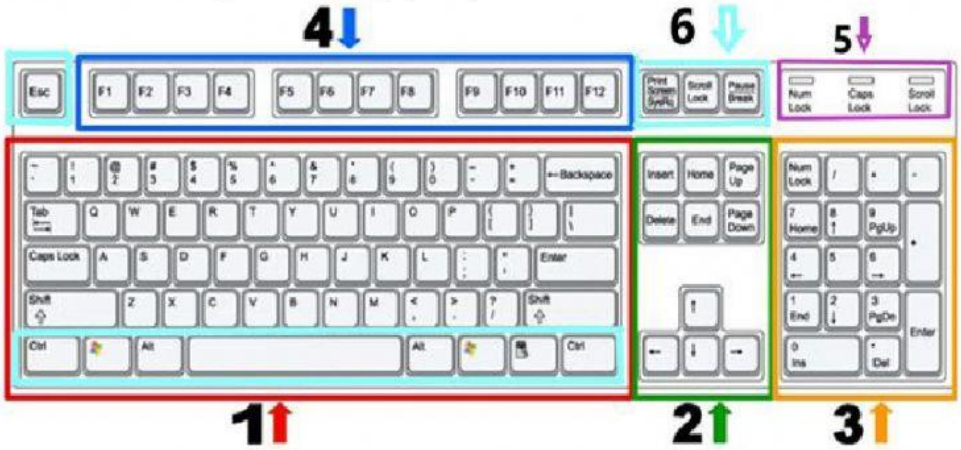
		TRUE/FALSE
35.	MS Word is a spreadsheet program	_____

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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. _____

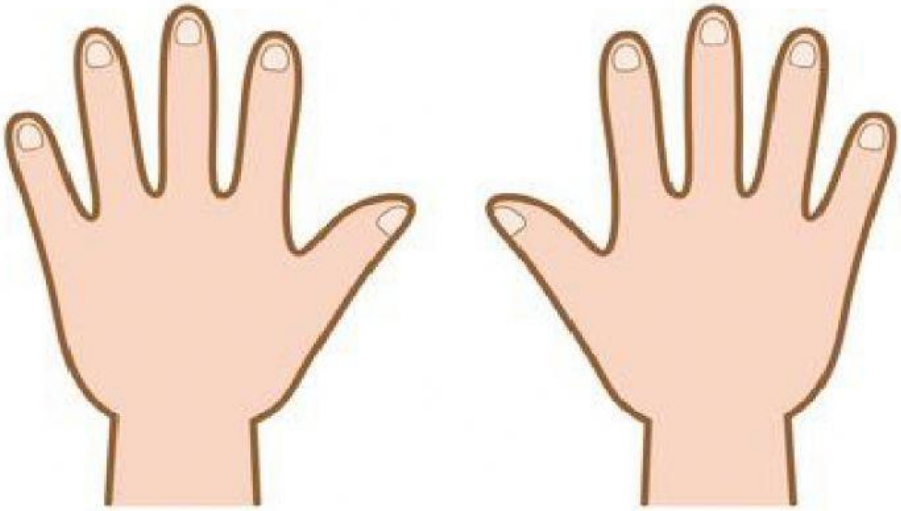
7. What is the name of the keyboard layout? (2pts)

_____

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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 ;)



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