

State Test Practice Test

1

This is some text. This is also some text. And yes, this is even more text. And more text still. Wouldn't you know it, this is even more text. And look here, still more text. I can't believe my eyes, but there is still more text here. Wow, look at this, even more text. The text just keeps on coming, doesn't it? Is it ever going to stop? It sure doesn't seem like it, because here's even more text! My oh my, when will this text ever end? Okay, it looks like it's ending now. Yes, here comes the end. And here it is.

What type of Alignment is used in the example?

- (A) Left
- (B) Center
- (C) Right
- (D) Justify

2

"They went to are house." The word "are" is used wrong in this sentence. Which approach would help the document creator locate this problem?

- (A) Grammar Check
- (B) Proofreading
- (C) Spell Check
- (D) Typing Check

3

How would you get information from one program to another? (Choose all that apply)

- (A) Copy/Paste
- (B) Cut/Paste
- (C) Move/Paste
- (D) Select/Paste

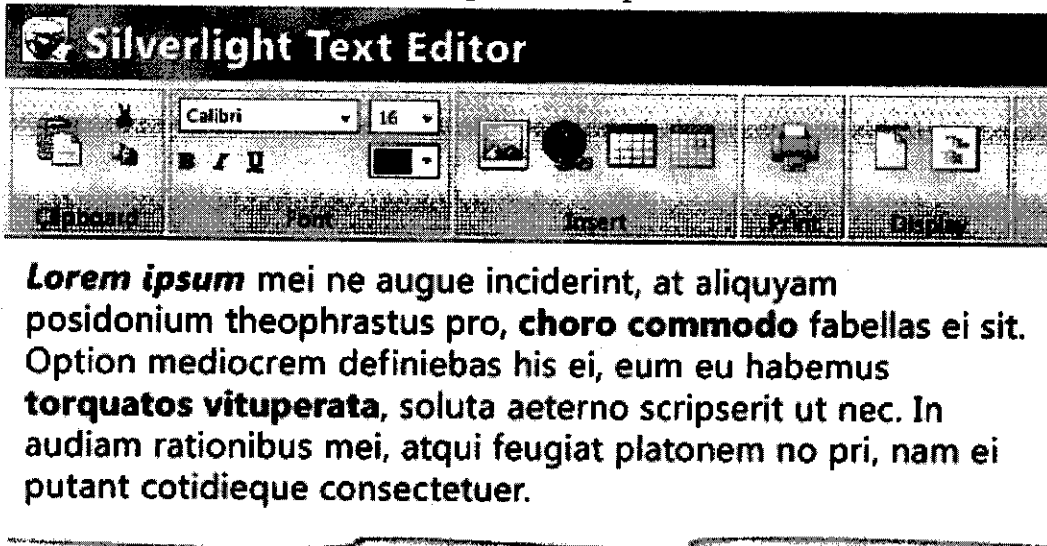
4

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What type of Alignment is used in the example?

- (A) Center
- (B) Right
- (C) Justify
- (D) Left

5 Match the correct text formatting from the picture:



Bold

choro commodo

Italicized

Lorem ipsum

Gregory Donaldson
Miron Inc
247 Madison Ave., Suite 2108
New York, NY 10015

December 8, 2006

Dois Cleverella
Sawbizzor Ltd
28 Green St., Suite 14
Upstate, NY 10947

Dear Ms. Cleverella:

The first shipment of equipment from Sawbizzor Ltd has arrived. We are delighted with every piece. Therefore, we decided to make our initial purchase larger than anticipated. I am attaching our purchase order No. 8990 for additional goods totaling list price \$700,000.

Since you already have a copy of our Procurement Guidelines, I shall not attach them to this order. As before, we will establish a letter of credit. Please inform me of shipping dates.

Sincerely,

G. Donaldson

Gregory Donaldson,
Chief Procurement Officer

Enclosure: Purchase Order No. 8990

What style of letter is this?

- (A) Modified Block
- (B) Memo
- (C) Block Style
- (D) Personal Block

7 Which letter indicates the Letterhead on this letter?

**ETA OMICRON CHAPTER,
ALPHA PHI OMEGA
BRIGHAM-YOUNG UNIVERSITY
1925 WILKINSON STUDENT CENTER
PROVO, UTAH 84602**

PHONE: 801.422.0000 • EMAIL: APO@BYU.EDU • WEB: HTTP://BYU.EDU/~APO

July 11, 2007

Mr. Jonathan Wegman, Store Manager
Onomance Food Chain
1483 Main Street
Provo, Utah 84602

Dear Mr. Wegman:

This October, the Eta Omicron Chapter of Alpha Phi Omega, National Service Fraternity, at Brigham Young University is hosting the Section 13 Conference. We are expecting over 150 students from across Utah, California, and Arizona to be in attendance for a weekend full of leadership, friendship, and community service.

We are seeking additional funding for our chapter in order to host this conference. We would like to know if Onomance Food Chain would be able to donate \$50.00 worth of food or supplies for lunch on Saturday afternoon, October 13, 2007. In kind, we would be willing to help with any community service events for your charity GPC Kids and make note of your donation in our conference pamphlet.

Thank you for your time and your on-going contributions to our community. Eta Omicron Chapter looks forward to hearing from you soon.

Yours in Leadership, Friendship, and Service.

Sam Fisher

Sam Fisher
Corresponding Secretary, Eta Omicron Chapter
Brigham Young University

CC: Section Conference Fundraising File

- (A) A
- (B) B
- (C) C
- (D) D

8

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What type of Alignment is used in the example?

- (A) Center
- (B) Justify
- (C) Right
- (D) Left

9 True/False - Only the sender and receiver of an email can see it's content.

- (A) True
- (B) False

10 Where does text go when it's copied electronically?

- (A) clipboard
- (B) character store
- (C) cupboard
- (D) cabinet

11 Which of the following does spell check NOT find. (Choose all that apply)

- (A) To/Two
- (B) Form/From
- (C) Weve/We've
- (D) Theire/They're

12 Which tool might be used to suggest words that have the same meaning to replace other words?

- (A) Synonym Practice
- (B) Spell Check
- (C) Thesaurus
- (D) Replace/Find

13 What is the measured scale that appears at the top of the document window showing tab stops and margin settings?

- (A) Menu Bar
- (B) Margin Bar
- (C) Ruler Bar
- (D) Thesaurus

14 The person typing in WORD did not strike "enter" to move from line to line in this sentence. What feature causes text to move to the next line?

- (A) Word Wrap
- (B) Line Wrap
- (C) Text Wrap
- (D) Bacon Wrap

15 When a green line appears under the text it means:

- (A) A spelling problem
- (B) A justification problem
- (C) A grammar problem
- (D) An alignment problem

16 Who is given credit for keying (typing) the letter?

October 1, 2008

Ms. Laura Seerhoff
3601 Rose Lake Drive
Charlotte, NC 28217-2813

Dear Ms. Seerhoff

Thank you for agreeing to present to hour New Horizons Club. The members is very interested in your advise about how to explore various career.

As we discussed, the meeting is at Roper School in Room 334. The meeting is at 2:45 on Thursday, October 18. If you need directions to the school, please call the principals office at 704-236-7812. a parking pass are enclosed.

Sincerely

Mrs. Karen Fernandez

id

- (A) Laura Seerhoff
- (B) Karen Fernandez
- (C) Jenny Parker
- (D) Bobby Lewis

17 What type of indent is used on a works cited page?

- (A) Hanging Indent
- (B) Handy Indent
- (C) Large Indent
- (D) Tab Indent

18

October 1, 2008

Ms. Laura Seerhoff
3601 Rose Lake Drive
Charlotte, NC 28217-2815

Dear Ms. Seerhoff

Thank you for agreeing to present to our New Horizons Club. The members is very interested in your advice about how to explore various career.

As we discussed, the meeting is at Roper School in Room 334. The meeting is at 2:45 on Thursday, October 18. If you need directions to the school, please call the principals office at 704-236-7812. a parking pass are enclosed.

Sincerely

Mrs. Karen Fernandez

id

Who is the letter from?

- (A) Jeremy Peterson
- (B) Laura Seerhoff
- (C) Karen Fernandez
- (D) Mark Brinkerhoff

19 What type of Alignment is used in the example?

There are a few ways that you can discover how you'd like to write. Try writing something that isn't academic and take note of the language you like to use. This will help you to understand what makes you most comfortable. You can also read works from your favorite authors and decide what it is about their voice or writing style that you like. In that way, you can use examples to help you in creating your own solid voice, one that is confident and consistent enough to be appealing to your audience. Once you develop your own voice, you will enjoy writing more, because it will feel more natural to you, no matter what the subject is.

- (A) Left
- (B) Justify
- (C) Right
- (D) Center

20 Which of the following are examples of spreadsheet software? (choose 2)

- A Excel
- B Quickbooks Pro
- C Access
- D PowerPoint

21 What is the result of the formula: $=(C2 + D2) - 3$

	A	B	C	D	E	F
1	Sno	Name	Price	Availability	Total Price	
2		Apple	23	100	2300	
3	2	Orange	12	112	1344	
4	3	Pears	40	345	13800	
5	4	Apple	23	100	2300	
6	5	Oranges	12	112	1344	
7	6	Pears	40	345	13800	
8	7	Bananas	12	77	966	
9	8	Grapes	50.5	33	1666.5	
10						
11						

- A 123
- B 126
- C 120
- D 100

22 What number format is used in the Price/Unit column?

Item	Unit	Price/Unit
Girrafe	5	\$ 25,000
Monkey	10	\$ 10,000
Lion	2	\$ 36,000
Elephant	3	\$ 50,000
Hippo	2	\$ 17,000

- A Percentage
- B Currency
- C General
- D Decimal

23 Which chart element explains what the colors, patterns, or symbols represent?

- (A) Chart
- (B) Pie
- (C) Element
- (D) Legend

24 Match the letters with the corresponding column headings:

	Average	Min	Max	Count	Min	Max
Assists per game	6.3	7.2	6.3	2	7.2	6.75
Blocks per game	0.66	1.1	0.66	2	1.1	0.88
Personal Fouls	2.9	1.7	1.7	2	2.9	2.3
Points per game	33.6	28.4	28.4	2	33.6	31
Steals per game	2.77	1.7	1.7	2	2.77	2.235

- A Average
- B Min
- C Max
- D Count

25 The chart that would be best for showing one piece of data in comparison to the whole is a

- (A) line graph
- (B) pie chart
- (C) stacked bar
- (D) column chart

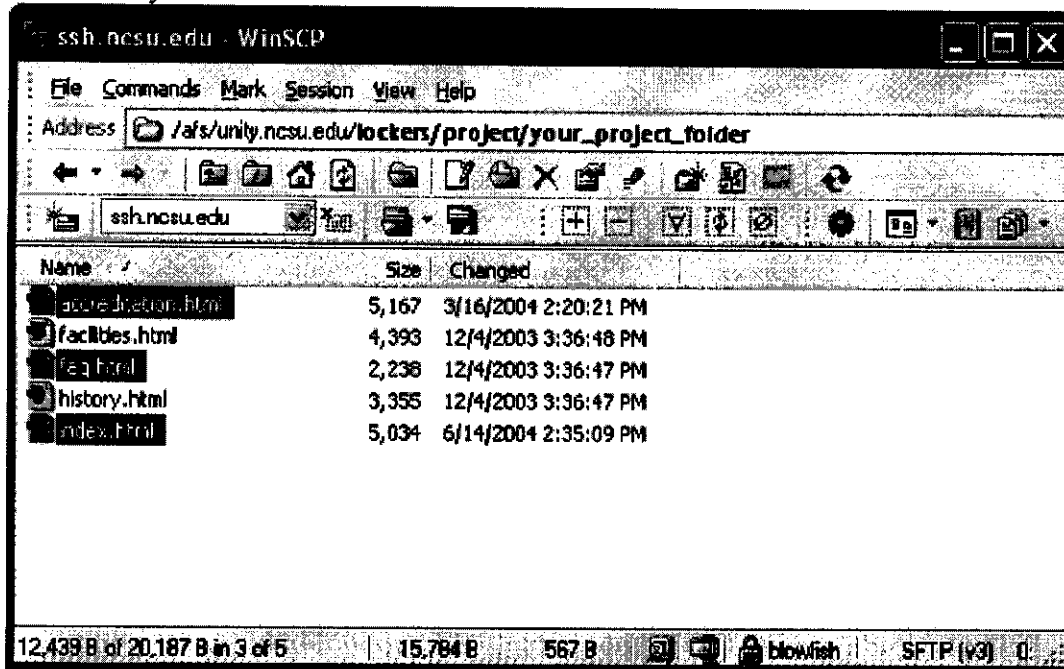
26 Cells that contain text and/or alphanumeric characters are called?

- (A) Active cells
- (B) Functions/Formulas
- (C) Fake Cells
- (D) Multiplication cells

27 Which button helps you create a columnar list?

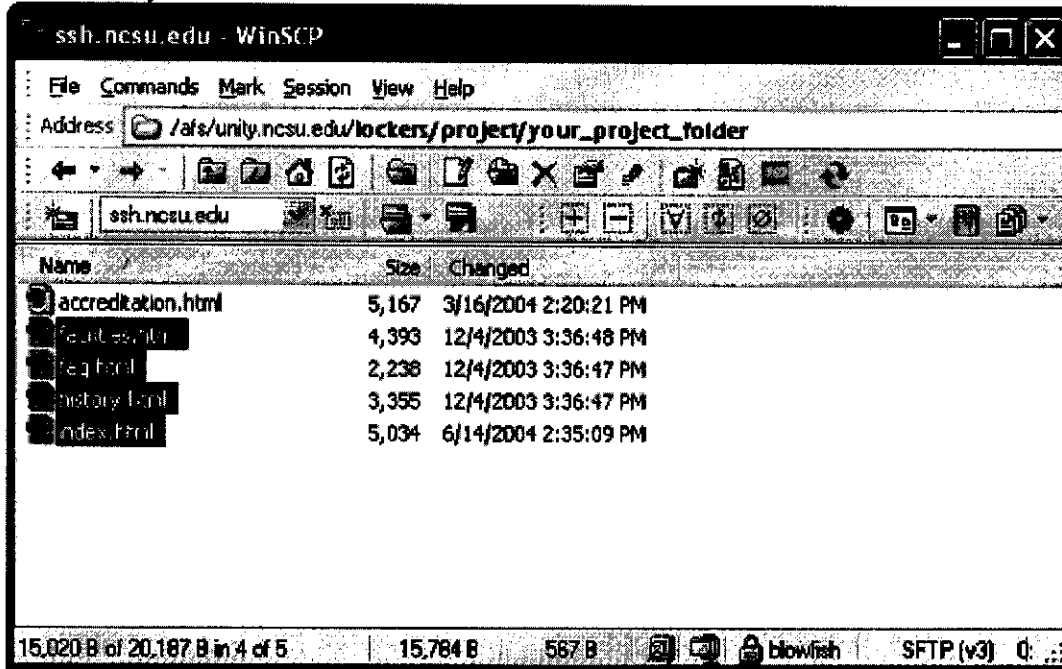
- (A) Alt
- (B) Ctrl
- (C) Tab
- (D) Space bar

28 Which key would be used to select these files?



- (A) Alt
- (B) Ctrl
- (C) Tab
- (D) Shift

29 Which key would be used to select these files?



- (A) Ctrl
- (B) Alt
- (C) Shift
- (D) Tab

30 The basic unit for measuring the processing speed of the CPU is:

- (A) Bit
- (B) Byte
- (C) Hertz
- (D) RAM

31 Which of the following is an operating system?

- (A) Word
- (B) Windows
- (C) PowerPoint
- (D) RAM

32 Match the units that measure storage capacity from smallest to largest (1 = smallest / 6 = largest)

Byte	6
Terabyte	2
Gigabyte	5
Bit	4
Megabyte	3
Kilobyte	1

33 What is the system that links 2 or more computers?

- (A) Hard Drive
- (B) Network
- (C) CPU
- (D) Hardware

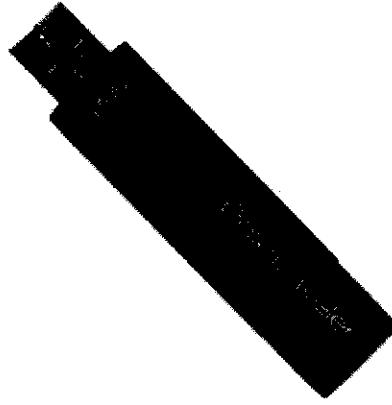
34 What does the acronym CPU stand for?

- (A) Central Protector Unit
- (B) Computer Processing Unit
- (C) Computer Protector Unit
- (D) Central Processing Unit

35 What is the hard drive?

- (A) The device that processes the information
- (B) The main circuit board in the computer
- (C) The main storage unit in the computer
- (D) The programs that run the computer

36



Is this an Input, Output, or Storage?

RESPONSE

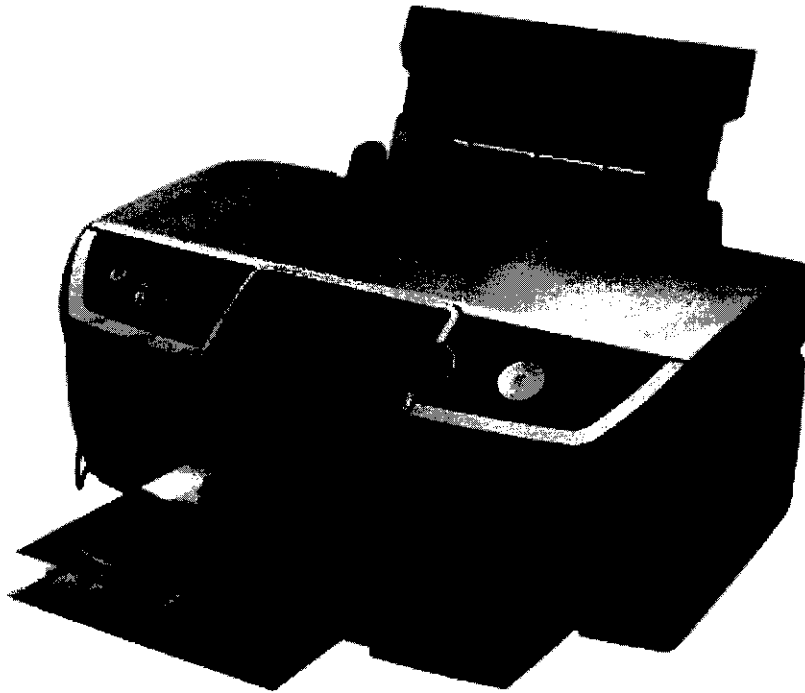
37



Is this an Input, Output, or Storage?

RESPONSE

38 Is this an Input, Output, or Storage?



RESPONSE

39 What is computer hardware?

- (A) The physical parts of the computer you can touch
- (B) The software programs that run the computer
- (C) The monitor is the only piece of hardware
- (D) The electricity that runs the computer

40 What is the best way to prevent virus attacks? (Choose all that apply)

- (A) Firewall
- (B) Anti-virus Software
- (C) Be careful about what you download or open on your computer
- (D) Shut down your computer

41 Choose which 2 numbers would be used in the Binary Code:

- A 1
- B 0
- C -1
- D 3

42 What is the best way to organize similar files?

- A Files
- B Desktop
- C Folders
- D CPU

43 Which type of software is NOT an application software?

- A Spreadsheet software
- B Operating System Software
- C Word Processing Software
- D Presentation Software

44 What statement about Multitasking is true?

- A It is a character-based operating system
- B It prohibits multiple programs from running simultaneously
- C It manipulates programs that reside on the hard drive.
- D It allows a single user to work on 2 or more programs at one time.

45 What is most likely to be included in an "Acceptable Use Policy" for users of computers owned by an institution, business, or school?

- A What a computer is
- B How a computer works
- C What you can and cannot do on a computer
- D What your behavior should be at work

46 Ethics are

- (A) standards of right and wrong behavior
- (B) the choices you make
- (C) the consequences you have
- (D) cheating on a test

47 What is a computer?

- (A) A device/machine that computes
- (B) A device/machine that is used to look at Facebook
- (C) A device/machine that runs the world
- (D) A device/machine that follows a set of instructions to change and store data.

48 You are writing a paper for a class and you use a quote from an Internet resource. If you abide by accepted computer ethics, you:

- (A) Cite your source to give credit
- (B) Do nothing
- (C) Pretend it is your work
- (D) Don't ever use sources from the Internet

49 Match the following Copyright laws with their correct definition:

All Rights
Reserved
Copyright

You can use it for a trial period but must pay
for it if you want it forever.

Shareware
Copyright

You can use it free of charge

Freeware
Copyright

Has no owner and has no copyright law

Public Domain
Copyright

User has to use it exactly as the license states

- 50 What is a web browser?
- (A) An online searching tool
 - (B) A website
 - (C) A software program that allows you to view the Internet
 - (D) A software program that allows you to view documents
- 51 What is a Hypertext link?
- (A) A button that opens a new program
 - (B) Graphic or text that opens a new program
 - (C) A list of websites
 - (D) Graphic or text when clicked takes you to a new web page.
- 52 Which one of the following does not narrow a keywords search?
- (A) NOT
 - (B) OR
 - (C) IF
 - (D) AND
- 53 Which of the following are examples of search engines? (Choose all that apply)
- A Yahoo
 - B Google
 - C Bing
 - D Wikipedia

- 54 Match the Boolean Operator with the corresponding symbol:

AND - (Minus)

NOT / (Divide)

OR + (plus)

55 The best definition for Internet is:

- (A) A wide area network that connects computers together
- (B) A connection of computers in the same household
- (C) Facebook
- (D) A place to gather info

56 Match the Domain with what type of site it represents

.com	Non-profit organization
.edu	Commercial
.gov	Educational
.org	Government
.mil	Military
.net	Network

57 What is true about an Internet Service Provider (ISP)?

- (A) They are a free service that gives Internet to your house.
- (B) You don't need to have an Internet Service Provider to have Internet in your home.
- (C) A company that you pay to provide Internet to your home, office, business, etc.
- (D) The company that controls what goes on the Internet

58 Which do you use to respond to only the sender of an email message?

- (A) Reply All
- (B) Forward
- (C) Reply
- (D) Send

59 What is the name of a document connected to an email?

- (A) Attachment
- (B) Paperclip
- (C) File
- (D) Document

60 Which do you use to respond to everyone receiving an email?

- (A) Reply
- (B) Forward
- (C) Reply All
- (D) Send

61 What is the term for unsolicited email sent to multiple users?

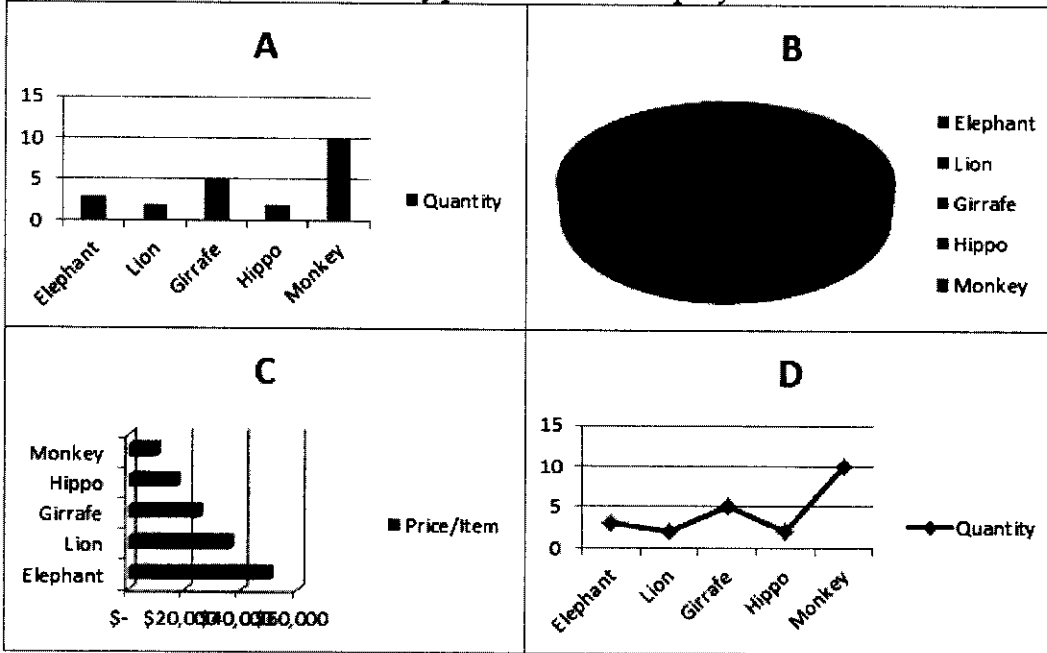
- (A) Fishing
- (B) Junk documents
- (C) Email
- (D) Spam

62 What is a mathematical equation that adds, subtracts, multiplies, or divides data in a spreadsheet?

- (A) Function
- (B) Mathematical Equation
- (C) Formatting
- (D) Formula

63

Match the Letter with what type of chart is displayed:



A Line

B Column

C Pie

D Bar

64

What kind of view in PowerPoint is being shown?

1 **How Setup a Wireless Internet Connection**

2 **Introduction**

- The Basics of connecting a PC to an ADSL router
- The difference between Wired and Wireless
- What a Wired connection looks like
- The Wireless connection

3 **A Basic Wired Setup**

4 **A Request for a Web Page**

5 **Web Page is sent back to PC**

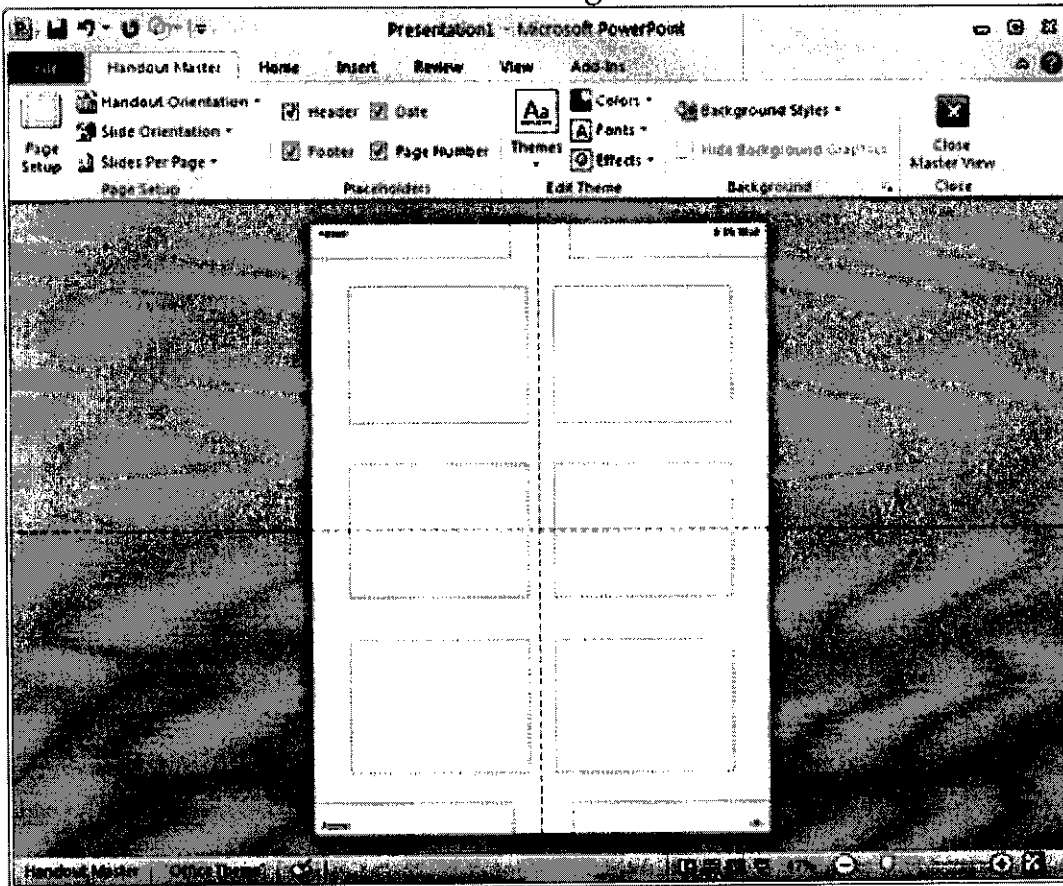
6 **A Wireless Connection**

7 **From the Phone line to the PC**

8 **Conclusion**

- (A) Handouts
- (B) Outline
- (C) Slide Sorter
- (D) Normal

65 What kind of view in PowerPoint is being shown?



- (A) Outline
- (B) Slide Sorter
- (C) Notes
- (D) Handouts

66 What is the PRIMARY use of a presentation program?

- (A) To help you remember what you are going to say
- (B) To tell your audience exactly what you are going to say
- (C) To visually display your info to an audience
- (D) To show pictures about your topic

67 Which view in an electronic presentation displays only miniature versions of slides on the screen so that you can move and arrange slides easily by dragging?

- (A) Slide Sorter
- (B) Normal
- (C) Handouts
- (D) Notes

68 What is it called when you change from one slide to another?

- (A) Animation
- (B) Changing
- (C) Transition
- (D) Transportation

69 Which mathematical operation is indicated by each symbol?

+	Add
-	Divide
*	Multiply
/	Subtract

70 Which chart would be best to show how data changes over time?

- (A) Pie
- (B) Column
- (C) Line
- (D) Bar

71 What is the area of cells that runs horizontally in a spreadsheet and is symbolized by numbers?

- (A) Columns
- (B) Cells
- (C) Rows
- (D) Formulas

72 What is the term for a spreadsheet cell that is selected and ready to receive information?

- (A) Active Cell
- (B) Active Square
- (C) Ready Cell
- (D) Reply Cell

73 What column controlled the sort and what type of sort (A-Z, large-small, etc.)

Item	Quantity	Price/Item
Elephant	3	\$ 50,000
Lion	2	\$ 36,000
Girrafe	5	\$ 25,000
Hippo	2	\$ 17,000
Monkey	10	\$ 10,000

- (A) Item & A-Z
- (B) Quantity & Small-Large
- (C) Price/Item & Large-Small
- (D) Item & Z-A