

FBLA Word Processing Study Guide | 129

Questions And Answers 100% Correct


How many blank lines does double space leave between text? - Answer  One

How many spaces are required after a salutation? - Answer  Two

A vertical flashing bar that indicates your current position on the page. -
Answer  Insertion point


To delete a single character to the right of the insertion point, use the
_____ on the keyboard. - Answer  Delete key

Do all text in a modified block style letter begin at the left margin? - Answer  No


Reports are usually _____-spaced with indented paragraphs - Answer  Double

After using the spell check feature, do you need to proofread your document? -
Answer  Yes

A _____ is the correct form of punctuation to use between the state and zip
code. - Answer  Space

There are ____ blank lines between the complimentary close and the writer's
name. - Answer  Four

The standard paper size is _____. - Answer  8.5 x 11.

In a letter keyed in modified block format, the date and the closing lines are
_____. - Answer  Centered

Paragraphs in a letter are _____-spaced - Answer  Single

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Judd E. Hollander



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