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Word Processing 1) To erase a character to the left of the insertion point, press the ____ key. a. delete b. cancel c. backspace d. insert Competency: Basic keyboarding terminology and concepts 2) The Word Count command on the ____ menu displays lines, characters, and paragraphs. a. status bar b. tools menu bar c. task bar d. title bar

Word Processing - FBLA-PBL

Skills: A high level of word processing skill is a necessity for employees in productive offices. This event recognizes FBLA members who demonstrate that they have acquired word processing proficiency beyond the entry level.

Word Processing - FBLA-PBL Competitive Event

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The following regulations apply to the Computer Applications and Word Processing events. Materials submitted in these events are graded against the standard of zero errors and business like format. The Format Guide must be followed to ensure proper formatting of any word processing document in these events.

FORMAT GUIDE - FBLA-PBL

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Computer Applications (FBLA) - FBLA-PBL Competitive Event

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This study guide is to be used as a student resource for FBI-A competition preparation. It is written from the perspective of a competitor at the national level, but the concepts and information should translate easily to assist with preparation for district/region or state competition.

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RCHS - FBLA - Mrs. Stallard

24. What is the name of the window that appears on the right side of the screen when opening a word processing program such as Word? a. task pane b. window task pane c. window pane d. task window
25. The search window allows you to find lost files and folders if you know the a. exact name b. bartial name c. whole name d. file extension and name
26.

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