

Fbla Word Processing Study Guide

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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

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FBLA Word Processing Test Questions (4/9) STUDY. PLAY. True or false: To add a word to a sentence, press the Insert key and key the word. false. True or false: Use the SAVE AS command to save a document the first time. true. True or false: To give an existing document a new name, use the SAVE command.

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FBLA Competitive Events: Academic Competitions for High ...

demonstrate that they have acquired entry-level skills for word processing positions in business. This event consists of two parts: an objective test taken at the NL-C and a skills production test taken prior to the NL-C. This event is only for grades 9 and 10. Competencies and Task Lists [http://www.fbla- \[docs/ct/FBLA/WORDPROCESSING\]. Web Site Resources](http://www.fbla- [docs/ct/FBLA/WORDPROCESSING]. Web Site Resources)

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guidelines can be found on the FBLA-PBL website. Visit www.fbla-pbl.org and click on FBI-A and select Competitive Events. The current topics, competitive events guidelines, and Format Guide can be viewed and printed. Most states also have a state handbook. It is important to look at the state handbook for any

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Official page of national FBLA-PBL. FBLA-PBL prepares students for careers in business & is the largest business student organization in the world.

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Maryland FBLA Competitive Events Handbook 2020-2021 (Updated 10/18/20) National FBLA Competitive Events Guidelines, Rating Sheets, Format Guide, and Event Topics Advisor Update #2 - Competitive Events Update 2020-21 Advisor Update #3 - Regional Conference Information