

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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Wiley

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