

Mark "A" if punctuation is used correctly; mark "B" if the punctuation is used incorrectly.				
1. Why didn't I tell you before!	a. True	b. False		
2. Two George Bush's have been U.S. Presidents.	a. True	b. False		
3. Ralph ran to the bodega, and did his weekly shopping.	a. True	b. False		
Mark the correct answer on your Scantron sheet for each of the following questions.				
4. Compressed files	a. cannot be downloaded.	b. cannot be saved on the hard drive.	c. are files that have the extension.com.	d. are often called "zip" files.
5. The function to use for the formula =(B4+B5+B6)/3 is	a. =SUM(B4toB6)/3.	b. =AVG(B4:B6).	c. =COUNT(B4+B5+B6)/3.	d. AVG(B4toB6).
6. When working with spreadsheets, AND, OR, and NOT are examples of	a. Boolean operators.	b. natural language searching.	c. phrase searching.	d. Java Script.
7. CPA stands for	a. Certified Personal Accountant.	b. Certified Professional Accountant.	c. Certified Public Accountant.	d. Certified Private Accountant.
8. If the beginning balance of cash on hand is \$12,798.10, the total of the Cash Debit column is \$8,016.12, and the total of Cash Credit is \$4,980.70, the actual cash on hand is	a. \$15,933.52.	b. \$15,633.52.	c. \$14,833.52.	d. \$15,833.52.
9. An example of a utility program is	a. an uninstaller program.	b. the orating program.	c. the user interface.	d. the application program.
10. Take home pay is also known as	a. gross earnings.	b. retained earnings.	c. net pay.	d. withholding.
11. An Income Statement for a merchandising business includes	a. Assets, Liabilities, and Owner's Equity.	b. shares of Net Income for each partner.	c. beginning Capital, Withdrawals, and Ending Capital.	d. Revenue, Cost of Merchandise Sold, and Expenses.
12. An endorsement on a check stating "Pay to the Order of" is an example of a	a. Restrictive Endorsement.	b. Blank Endorsement.	c. Special Endorsement.	d. General Endorsement.
13. The interest on a note in the amount of \$2,000.00 at 6% for 60 days would be	a. \$ 120.00.	b. \$ 19.73.	c. \$ 20.00. d. \$2,020.00.	
14. John works 44 hours this week. He receives time and a half for overtime and is paid \$8.00 per hour. How much will he make this week?	a. \$352.00	b. \$320.00	c. \$336.00	d. \$368.00
15. Financial statements are prepared in the following order:	a. balance sheet, income statement, statement of changes in owner's equity.	b. income statement, statement of changes in owner's equity, balance sheet.	c. statement of changes in owner's equity, balance sheet, income statement.	d. income statement, balance sheet, statement of changes in owner's equity.
16. Calculate the reconciled balance given the following information: <i>Bank Statement Balance: \$671.60</i> <i>Outstanding Checks: \$10.85, \$16.40, \$57.75</i> <i>Service Charge: \$11.40</i> <i>Check Register Balance: \$598.00</i>	a. \$501.60	b. \$513.00	c. \$586.60	d. \$660.00
17. Fabiola sold \$16,450 of appliances in December. She receives a salary of \$350 plus 6% of all sales over \$4,500. Calculate her gross pay.	a. \$ 987.00	b. \$1067.00	c. \$1316.00	d. \$1337.00

18. Vincent sells electronic equipment. He earns a 3% commission on monthly sales above \$2,000. One month, his sales totaled \$145,938. What was his commission for the month?	a. \$4,318.14	b. \$4,378.14	c. \$4,258.14	d. \$4,198.14
19. Rico and Associates charges 2% commission on stock sales. Fernando sold 500 shares of Caterpillar stock at \$48.70. Find the amount Fernando will receive.	a. \$23,861	b. \$23,863	c. \$23,865	d. \$23,867
20. Latifa's charge card had a \$443.79 balance at the end of August. The bank's charge for its credit card use is 1.5% per month on the unpaid balance. In September, Latifa's total purchases were \$139.63, returns were \$18.03, and payments were \$50.00. Calculate the unpaid balance at the end of September.	a. \$525.27	b. \$524.14	c. \$523.12	d. \$522.05
21. A geometric arrangement of a network is called a	a. bridge.	b. WAN.	c. LAN.	d. topology.
22. The _____ signal is a transmission signal in which information is sent in the form of continuous waves over a medium at a certain frequency range.	a. analog	b. digital	c. serial	d. bandwidth
23. Using an electronic spreadsheet, what type of cell reference changes when it is copied?	a. Absolute	b. Circular	c. Looping	d. Relative
24. The orientation of a page whose dimensions are 11" by 8 1/2" is	a. sideways.	b. long ways.	c. portrait.	d. landscape.
25. A small program that enables a computer to communicate with devices such as printers and/or a monitor is a	a. driver.	b. graphical user interface.	c. speaker.	d. compiler
26. The words "exact" and "precise" are examples of	a. analogies.	b. antonyms.	c. homophones.	d. synonyms.
27. Which is not an advantage of desktop publishing?	a. Saving time in the creation of the publication	b. Retaining control of the publication	c. Keeping documents confidential	d. Having the typesetter make corrections
28. A syntax error	a. results when the programmer tells the computer to do something it cannot do.	b. is a program instruction written in an invalid format.	c. does not produce an error message.	d. causes the wrong processing to occur, producing an incorrect output.
29. Capitalism is an example of	a. equilibrium pricing.	b. private enterprise.	c. supply.	d. demand.
30. When the government combines government controls of basic industry with private ownership of consumer goods businesses, the result is a	a. communist economy.	b. supply based economy.	c. mixed economy.	d. public-induced economy.
31. A business that buys in large quantities, stores products, ships products, and finances products is an example of a(n)	a. retailer.	b. job shopper.	c. outlet.	d. wholesaler.
32. The Better Business Bureau	a. is a self-regulated organization of businesses.	b. can force a business to do what a consumer wants.	c. helps a consumer break a contract.	d. is government controlled.
33. The first step a consumer makes in a buying decision is to	a. identify the wants and needs.	b. know all choices available.	c. know the amount of money that can be spent.	d. consider all the buying alternatives available.
34. A set of moral principles by which people conduct themselves professionally are called	a. ethics.	b. bylaws.	c. regulations.	d. laws.
35. The group responsible to guide the operations of a corporation is its	a. management group.	b. board of directors.	c. shareholders.	d. controlling interest.

36. An employment application should be completed using all the following steps except	a. printing all information.	b. giving personal history.	c. preparing the application in blue or black ink.	d. signing your signature after completing all the information on the application.
37. The Consumer Bill of Rights declares all the following rights to consumers except the right to	a. safety.	b. remedy.	c. service.	d. privacy.
38. To archive means to	a. keep permanently in inactive files.	b. send to be deleted or shredded.	c. send to a museum to be displayed as a historical item.	d. keep temporarily in current files.
39. The type of service provided when the telephone company charges a set monthly fee plus a discounted rate for each outgoing call is known as	a. Wide Area Telecommunications (WATS).	b. Toll-Free Service.	c. Prepaid Phone Service.	d. Rented-Line Service.
40. Continuous quality improvement for a business starts with	a. installing customized engineering.	b. determining the level of customer satisfaction.	c. critically assessing business procedures.	d. establishing a code of conduct for the business.
41. In an Internet address, the organizational levels are called	a. grades.	b. domains.	c. fields.	d. realms.
42. Interoffice mail should be sent in envelopes that	a. are exactly like the envelopes sent to the post office.	b. differ in color and size from the envelopes sent to the post office.	c. conceal the contents adequately.	d. have the company name and address printed on them.
43. For presentation purposes, a circular or oval arrangement is conducive for	a. group discussions and shared communications.	b. an audience to focus on visuals in the front of the room.	c. a communicator to stand and address the group.	d. a communicator to control a group.
44. All of the following are tips for having a good interview except	a. be on time for the interview.	b. bring someone to the interview with you for support.	c. do not be too formal or too informal with your dress.	d. send a thank-you letter to the person with whom you interviewed.
45. Which one of the following global information technology resources is not partnered with FBLA?	a. CompTIA	b. Brainbench	c. Certiport	d. Microsoft
46. FBLA-PBL Week is always the	a. first week in February.	b. second week in February.	c. third week in February.	d. fourth week in February.
47. The mission of the National Awards Program (NAP) is to prepare students for successful careers in business through support for curriculum development and	A career aptitude testing.	b. job search skills development.	c. innovative assessment tools.	d. effective classroom instruction.
48. Which of the following is a written guide that helps entrepreneurs during the design and startup phases of the business?	a. Business prospectus	b. Break-even analysis	c. Financial plans	d. Business plan
49. Which of the following is not considered one of the three C's of credit?	a. Credentials	b. Character	c. Capacity	d. Capital
50. A shortage will occur if	a. a price ceiling is set above the equilibrium price.	b. a price ceiling is set below the equilibrium price.	c. a price floor is set above the equilibrium price.	d. a price floor is set below the equilibrium price.
51. An increase in the price of gasoline will	a. increase the supply of gasoline.	b. increase the quantity of gasoline supplied.	c. decrease the supply of gasoline.	d. decrease the quantity of gasoline supplied.
52. A change in which of the following will cause a movement along the supply curve?	a. A change in the state of technology	b. A change in taxes	c. A change in expectations about future prices	d. A change in the price of the good

53. Gross domestic product	a. is the market value of all final goods and services produced within a country in a given period (usually a year).	b. is the income in the hands of individuals after deducting income taxes; income available to households to spend and save.	c. is the value of goods and services purchased by all levels of government--federal, state, and local--in a given period.	d. is the market value of all final goods and services produced by permanent residents of a nation in a given time period.
54. If an economy is suffering from inflation, what fiscal policy measure could be taken to help alleviate the problem?	a. Increase money supply	b. Increase government spending	c. Increase taxes	d. Increase the reserve requirement
55. On day 1, it cost \$.7354 U.S. to buy one Canadian dollar. How many Canadian dollars would \$1 U.S. buy?	a. 1.36	b. 1.27	c. 1.11	d. 0.84
56. If debit cards become more widely used by consumers and businesses, which of the following is most likely to happen?	a. Currency holdings will remain the same, but M1 money supply will fall.	b. The amount of currency held by the public will increase.	c. Less money will be held as currency and more money will be held in bank accounts, which will increase the reserves of banks unless the Fed takes offsetting actions.	d. Less money will be held as currency and more money will be held in bank accounts, which will decrease the reserves of banks unless the Fed takes offsetting actions.
57. Which of the following is a progressive tax?	a. Every taxpayer pays \$10.00	b. Every taxpayer pays 10% of his/her income	c. Higher income taxpayers pay a higher percent of their income in tax	d. Higher income taxpayers pay a lower percent of their income in tax
58. A common advantage of a corporation is	a. ease of creation.	b. double taxation of earnings.	c. unlimited liability of owners.	d. limited liability of owners.
59. An example of a cooperative is a	a. credit union.	b. hospital.	c. private college.	d. elementary school.
60. The term copyright refers to	a. the protection of a symbol used as an identifying mark by a business.	b. something of value received or promised in a contract.	c. the protection of an original work by an author, artist, or composer.	d. the protection of a product or process.
61. The term patent refers to	a. an inventor's exclusive rights to a product or process.	b. an author's exclusive rights to publish a work.	c. a company's responsibility to produce safe items.	d. a symbol used to identify a company's product.
62. All of the following are sources of equity capital except	a. investments from owners.	b. mortgage loans on buildings.	c. profits that are put back into the business.	d. stock offerings that are sold to the public.
63. Under strict liability laws, if a consumer uses gasoline to clean stains off clothing and then lights a match and suffers burns, the seller or manufacturer of the gasoline	a. is liable under strict liability laws.	b. is liable because there were no printed warnings not to light matches when using gasoline.	c. is liable because the product was unreasonably dangerous to the user.	d. None of the above
64. A person who makes duplicate copies of a videotape of a commercial movie and then sells it would be violating a	a. patent.	b. trademark.	c. copyright.	d. None of the above
65. The term consideration, used in regards to a contract, means	a. both parties agree to be considerate of each others' needs.	b. something of value must be given by both parties.	c. one party offers valid terms and the other party accepts them.	d. None of the above
66. The uniqueness of a hypertext document lies in the fact that it	a. combines text and graphics.	b. can be stored on a computer.	c. can be linked to other documents.	d. is created using a text editor.
67. Random access memory is	a. volatile.	b. permanent.	c. nonvolatile.	d. the same as ROM.

	a. input.	b. output.	c. information.	d. a program.
68. Data that has been processed in a manner that renders it meaningful and useful to a user is called	a. wide area network	b. local area network	c. tiny area network	d. metropolitan area network
69. A _____ is confined to a limited geographical area.	a. Collision	b. No-fault	c. Umbrella	d. Comprehensive
70. If someone intentionally scraped paint off your car with a key, what type of insurance coverage is required.	a. \$20.00.	b. \$23.00.	c. \$25.00.	d. \$27.00.
71. Annual dues for a Professional Member are	a. American Enterprise Project.	b. Local Chapter Annual Business Report.	c. Gold Seal Chapter Award of Merit.	d. Who's Who in FBLA.
72. The Edward D. Miller Award is also known as the	a. formatting.	b. leading.	c. framing.	d. kerning.
73. To reduce the spacing between letters in a document, use	a. Iowa.	b. Indiana.	c. Ohio.	d. Illinois.
74. The first FBLA state chapter was in	a. system software.	b. worker software.	c. productivity software.	d. user software.
75. Software designed for efficiency purposes and performance at work is called	a. MarketHouse.	b. MarketGear.	c. MarketPlace.	d. MarketSquare.
76. Official FBLA-PBL merchandise may be purchased from the	a. Education, Business, Service.	b. Business, Education, Progress.	c. Service, Education, Progress.	d. Progress, Business, Service.
77. The three tenets shown on the FBLA-PBL emblem are	a. speak as many times as he/she desires.	b. speak once on the same motion.	c. speak twice on the same motion.	d. speak three times on the same motion
78. According to Parliamentary Procedure, in debate each member has the right to	a. economic	b. competitive	c. technology	d. social
79. More magazine is a new publication designed to appeal to women over the age of 40. Demand for such magazines is an example of how _____ forces impact the marketing environment.	a. ethical but illegal.	b. ethical and legal.	c. unethical and illegal.	d. unethical but legal.
80. A computer program aimed at car dealers shows financing outcomes that misstate taxes and interest. The computer company agrees the program misleads buyers, but says it will provide what dealers want as long as it is not against the law. This is an example of an act that is	a. let the buyer beware.	b. the right to choose.	c. the thoughts of one person should benefit all.	d. the greatest good for the greatest number.
81. Another expression for the term <i>caveat emptor</i> is	a. Product sampling	b. Product extrapolation	c. Product differentiation	d. Usage segmentation
82. When Procter & Gamble introduced Crest toothpaste, the first fluoride toothpaste, it was intended for use by children and was therefore given a child-appealing bubblegum flavor. Some time later the same basic formula was given a fresh, mint flavor to appeal to adults. What is this marketing strategy called?	a. American Vocational Association	b. American Association for Teachers of Business	c. National Business Education Association	d. National Education Association.
83. Which organization was the original sponsor of the FBLA-PBL?	a. Jean Buckley.	b. Beverly Newton.	c. Betty McKee.	d. Ron Erwin.
84. The 2003-04 chairman of the FBLA-PBL Board of Directors is				

85. Which of the following is not part of the FBLA creed?	a. I believe education is the right of every person.	b. I believe every person should actively work toward improving social, political, community, and family life.	c. I believe I have the responsibility to improve my community by contributing my efforts and my resources to worthwhile projects.	d. I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
86. _____ is an increasingly popular communications medium that requires no phone lines or cables.	a. Coaxial cable	b. Cellular technology	c. Twisted-pair cable	d. Fiber-optic cable
87. What do a home-healthcare nurse, a tutor, and a financial consultant have in common?	a. They are all tangible services.	b. They are all people-based services.	c. They do not have problems with idle production capacity.	d. They are all equipment-based services.
88. The ratio of perceived benefits to price is called	a. the price-quality relationship.	b. prestige pricing.	c. value-added pricing.	d. value.
89. The competitive market situation in which the few sellers are sensitive to one another's prices is called	a. pure monopoly.	b. oligopoly.	c. monopolistic competition.	d. pure competition.
90. Querying a large database to identify customer preference trends would be called	a. maintaining a data dictionary.	b. data modeling.	c. data mining.	d. database administration.
91. National officers shall be elected by a majority vote. How many ballots are taken before the candidate with the lowest number of votes is dropped from the next ballot?	a. 1	b. 2	c. 3	d. 4
92. Calculate the selling price per pair of pantyhose that cost \$122.40 per gross and are marked up 65% based on cost.	a. \$0.55	b. \$0.85	c. \$1.40	d. \$1.89
93. Proposed amendments to the National By-laws shall be submitted in writing to the Chief Executive Officer no later than	a. April 15.	b. May 1.	c. May 15.	d. April 1.
94. The Smith household has an annual income of \$60,000. The budget developed includes 25% food, 14% clothing, 31% housing, 15% transportation, 11% personal, and 4% savings. What dollar amount has been budgeted for food?	a. \$ 6,900	b. \$ 9,000	c. \$15,000	d. \$18,600
95. In the formula $B12 \times 5\%$, B12 and 5% are examples of	a. operands.	b. functions.	c. operators.	d. formulas.
96. The one who seconds a motion	a. should always stand and give his/her name.	b. need not obtain the floor.	c. does so only after being recognized.	d. must vote for the motion.
97. The quorum of an assembly	a. is the largest number than can be depended on to attend any meeting.	b. is two thirds of the members present at the meeting.	c. is a majority of the members present at the meeting.	d. is the number of members who must be present for business to be legally transacted.
98. The interest rate that large users of money, such as governments and large corporations, pay when they borrow money is known as	a. service charge.	b. prime plus one.	c. money market rate.	d. fixed index rate.
99. If terms of sale are 2/10, n/30, an invoice dated April 1 in the amount of \$867.00 and paid on April 7 would be	a. \$ 17.34.	b. \$849.66.	c. \$849.60.	d. \$867.00.

100. Apex Therapeutic buys medical supplies and services for people with hemophilia and other related blood diseases from a multitude of sources. It then sells these products to anyone who needs them. When it sells directly to a person who is a hemophiliac, it would be classified as a(n)	a. change agent.	b. monopoly.	c. reseller.	d. industrialist.
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1.	A	26.	D	51.	B	76.	C
2.	B	27.	D	52.	D	77.	C
3.	B	28.	B	53.	A	78.	C
4.	D	29.	B	54.	C	79.	D
5.	B	30.	C	55.	A	80.	D
6.	A	31.	d	56.	C	81.	A
7.	C	32.	A	57.	C	82.	C
8.	D	33.	A	58.	D	83.	C
9.	A	34.	A	59.	A	84.	D
10.	C	35.	B	60.	C	85.	A
11.	D	36.	B	61.	A	86.	B
12.	C	37.	D	62.	B	87.	B
13.	B	38.	A	63.	D	88.	D
14.	D	39.	A	64.	C	89.	B
15.	B	40.	C	65.	B	90.	C
16.	C	41.	B	66.	C	91.	C
17.	B	42.	B	67.	A	92.	C
18.	A	43.	A	68.	B	93.	D
19.	B	44.	B	69.	B	94.	C
20.	D	45.	D	70.	D	95.	A
21.	D	46.	B	71.	B	96.	B
22.	A	47.	C	72.	A	97.	D
23.	D	48.	D	73.	D	98.	C
24.	D	49.	A	74.	A	99.	B
25.	A	50.	B	75.	C	100.	C