

# CTB Practice Test Questions and Answers

## 1. What is 'net WPM' in a typing evaluation?

- A) Total words typed
- B) Words per minute minus error penalties
- C) Words typed without spaces
- D) Maximum recorded speed

## 2. Which sentence is written in active voice?

- A) The report was written by John.
- B) John wrote the report.
- C) The report has been written.
- D) It was decided to write the report.

## 3. What does 'BCC' mean in email correspondence?

- A) Business Carbon Copy
- B) Blind Carbon Copy
- C) Brief Copy Confirmation
- D) Basic Copy Circuit

## 4. What does the Backspace key do in a text document?

- A) Moves cursor forward one space
- B) Deletes the character before the cursor
- C) Deletes the character after the cursor
- D) Inserts a blank space

**Answers: 1-B 2-B 3-B 4-B**

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