Name:_____   Class:_____   Date:_____

Excel Module 01: Getting Started with Excel

1. The name of the active workbook appears in the status bar of the Excel window. _____

    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

2. The formula bar displays the value or formula of the active cell. _____

    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

3. The sheets in a workbook are identified in the sheet tabs at the top of the workbook window. _____

    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

4. The AutoComplete feature automatically completes an entry based on previous entries in a column. _____

    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Entering Text, Dates, and Numbers

5. A ScreenTip is a box with descriptive text about a command that appears when you point to a button on the ribbon. _____

    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Introducing Excel and Spreadsheets

6. Speed Fill enters text based on patterns it finds in the data. _____

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    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Using Flash Fill

7. The worksheet is organized into individual cells. _____

    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Exploring a Workbook

8. An adjacent range is a collection of separate ranges. _____

    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Exploring a Workbook

9. Numeric data is any number that can be used in a mathematical calculation. _____

    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Entering Text, Dates, and Numbers

10. AutoFit changes the column width or row height to display the longest or tallest entry within the column or row. _____

    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Resizing Columns and Rows

11. Column width is expressed in terms of the number of characters a column can contain or the size of the column in points. _____
ANSWER: False - pixels
POINTS: 1
REFERENCES: Resizing Columns and Rows

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12. A keyboard shortcut is a key or combination of keys that you press to access a feature or perform a command.
_____

ANSWER: True
POINTS: 1
REFERENCES: Introducing Excel and Spreadsheets

13. A common business practice is to include a worksheet named Documentation that contains a description of the workbook, the name of the person who prepared the workbook, and the date it was created.
_____

ANSWER: True
POINTS: 1
REFERENCES: Exploring a Workbook

14. When text wraps within a cell, the column width increases so that all of the text within the cell is displayed.
_____

ANSWER: False - row height
POINTS: 1
REFERENCES: Resizing Columns and Rows

15. A formula is written using operands that combine different values, resulting in a single value that is then displayed in the cell. _____

ANSWER: False - operators
POINTS: 1
REFERENCES: Performing Calculations with Formulas

16. Every function follows a set of rules, or syntax, which specifies how the function should be written.
_____

ANSWER: True
POINTS: 1
REFERENCES: Simplifying Formulas with Functions

17. Cutting moves the selected content, whereas copying duplicates the selected content. _____

ANSWER: True
POINTS: 1
REFERENCES: Modifying a Worksheet

18. When you insert a new row, the existing rows are shifted down and the new row has the same width as the row above it. _____

ANSWER: False - height
POINTS: 1
REFERENCES: Modifying a Worksheet

19. In the formula, =2+6*2, addition would be calculated after multiplication. _____

ANSWER: True
POINTS: 1
REFERENCES: Simplifying Formulas with Functions

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20. Normal view shows how the worksheet will appear when printed. _____

ANSWER: False - Page Layout

POINTS: 1

REFERENCES: Printing a Workbook

21. The advantage of an electronic _____ is that the content can be easily edited and updated to reflect changing financial conditions.

    a. database   b. spreadsheet

    c. expression   d. formula

ANSWER: b

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

22. Keyboard _____ can help you work faster and more efficiently because you can keep your hands on the keyboard.

    a. KeyTips   b. ScreenTips

    c. ShortTips   d. shortcuts

ANSWER: d

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

23. In _____, the ribbon increases in height, the buttons are bigger, and more space appears around each button so you can more easily use your finger or a stylus to tap the button you need.

    a. Touch Mode   b. Click Mode

    c. Tap Mode   d. Normal Mode

ANSWER: a

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

24. "AZ" is an example of a _____.

    a. column heading   b. row heading

    c. cell reference   d. Name box

ANSWER: a

POINTS: 1

REFERENCES: Exploring a Workbook

25. To go to column A of the current row, press _____.

    a. Ctrl + Home   b. Home

    c. Shift + Tab   d. Tab + Enter

ANSWER: b

POINTS: 1

REFERENCES: Exploring a Workbook

26. An Excel worksheet can have a maximum of _____ columns in a worksheet.

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a. 156   b. 256
c. 16,384   d. 17 million
ANSWER: c
POINTS: 1
REFERENCES: Exploring a Workbook

27. To make A1 the active cell, you should press which of the following keys?
a. Page Up   b. Page Down
c. Home   d. Ctrl + Home
ANSWER: d
POINTS: 1
REFERENCES: Exploring a Workbook

28. You can move to the previous or next sheet by pressing the _____ keys.
a. Alt + Page Up or Alt + Page Down   b. Ctrl + Page Up or Ctrl + Page Down
c. Tab + Page Up or Tab + Page Down   d. F4 + Page Up or F4 + Page Down
ANSWER: b
POINTS: 1
REFERENCES: Exploring a Workbook

29. Each range is identified with a range reference that includes the cell reference of the upper-left cell of the rectangular block and the cell reference of the lower-right cell separated by a _____.
a. semi-colon   b. period
c. colon   d. comma
ANSWER: c
POINTS: 1
REFERENCES: Exploring a Workbook

30. The characters +, -, *, and / are examples of _____.
a. formulas   b. values
c. arithmetic operators   d. calculations
ANSWER: c
POINTS: 1
REFERENCES: Excel Formulas and Functions

31. An Excel formula always begins with a(n) _____.
a. parentheses   b. equals sign
c. plus sign   d. colon
ANSWER: b
POINTS: 1
REFERENCES: Performing Calculations with Formulas

32. The formula used to multiply cell A1 by cell C1 is _____.
a. =A1*C1   b. C1*A1

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    c. =A1/C1   d. A1*C1

ANSWER: a
POINTS: 1
REFERENCES: Simplifying Formulas with Functions

33. A(n) _____ is a group of cells in a rectangular block.
    a. cluster   b. adjunct
    c. selection   d. range

ANSWER: d
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

34. When you insert a new column, the existing columns are shifted to the _____ and the new column has the same width as the column directly to its left
    a. right   b. up
    c. down   d. left

ANSWER: a
POINTS: 1
REFERENCES: Modifying a Worksheet

35. If you want to create a new line within a cell, press the _____ keys to move the insertion point to the next line within the cell.
    a. Ctrl + Enter   b. Alt + Enter
    c. Alt + E   d. Ctrl + E

ANSWER: b
POINTS: 1
REFERENCES: Resizing Columns and Rows

36. What is the result of the expression =50+20/10*5?
    a. 60   b. 1
    c. 25   d. 50

ANSWER: a
POINTS: 1
REFERENCES: Performing Calculations with Formulas

37. To change the order of operations, enclose part of the formula in _____.
    a. brackets   b. italics
    c. parentheses   d. quotation marks

ANSWER: c
POINTS: 1
REFERENCES: Performing Calculations with Formulas

38. Excel makes reading formulas simpler by _____ each cell reference in the formula and its corresponding cell in the worksheet.

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a. color coding   b. bolding

c. highlighting   d. italicizing

ANSWER: a

POINTS: 1

REFERENCES: Performing Calculations with Formulas

39. To switch to _____ mode, you double-click the cell.

a. Insert   b. Copy

c. Edit   d. Paste

ANSWER: c

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

40. To change a column width, you can click _____ on the Column submenu to make the column(s) as wide as the longest entry of the cells in the column.

a. QuickFit   b. AutoFit

c. Full Column   d. Longest

ANSWER: b

POINTS: 1

REFERENCES: Resizing Columns and Rows

41. _____ makes it easier to enter repetitive text in cells.

a. Editing mode   b. AutoFit

c. AutoComplete   d. AutoFill

ANSWER: c

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

42. Which of the following takes precedence over multiplication?

a. division   b. exponentiation

c. addition   d. subtraction

ANSWER: b

POINTS: 1

REFERENCES: Performing Calculations with Formulas

43. _____ enters text based on patterns it finds in the data.

a. AutoComplete   b. Flash Fill

c. AutoFit   d. Fill

ANSWER: b

POINTS: 1

REFERENCES: Modifying a Worksheet

44. In _____ orientation, a page is taller than it is wide.

a. natural   b. landscape

    c. portrait   d. basic

ANSWER: c

POINTS: 1

REFERENCES: Printing a Workbook

45. ____ displays the location of the different page breaks within the worksheet.
    a. Normal   b. Page Preview
    c. Page Break Preview   d. Page Break Layout

ANSWER: c

POINTS: 1

REFERENCES: Printing a Workbook

46. You can ____ the width or the height of the printout so that all of the columns or all of the rows fit on a single page.
    a. shrink   b. size
    c. scale   d. scroll

ANSWER: c

POINTS: 1

REFERENCES: Printing a Workbook

47. According to the order of operation in Excel:
    a. Excel performs exponentiation, then multiplication and division, then addition, and subtraction.
    b. Excel performs multiplication, then exponentiation, then division, then addition, and then subtraction.
    c. Excel performs exponentiation, then multiplication, then division, then subtraction, and then addition.
    d. Excel performs multiplication, then division, then exponentiation, then addition, and then subtraction.

ANSWER: a

POINTS: 1

REFERENCES: Performing Calculations with Formulas

48. To move the active cell up one row, press ____.
    a. Shift + Enter   b. Ctrl + Tab
    c. Shift + Tab   d. Ctrl + Enter

ANSWER: a

POINTS: 1

REFERENCES: Modifying a Worksheet

49. Which of the following will not change the location of the active cell?
    a. drag and drop   b. scrolling
    c. clicking another cell   d. clicking a column heading

ANSWER: b

POINTS: 1

REFERENCES: Exploring a Workbook

50. When you copy a selection of cells using drag and drop, which appears before you release the mouse button?
    a. an outline of the new location of the selected range

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    b. the range
    c. a cell reference of the old location
    d. shortcut tip
ANSWER: a
POINTS: 1
REFERENCES: Starting a New Workbook

51. What is the syntax for a SUM formula adding the values of cell F6 to F9?
    a. /SUM(F9:F6)   b. =SUM(F6/F9)
    c. =END(F6:F9)   d. =SUM(F6:F9)
ANSWER: d
POINTS: 1
REFERENCES: Excel Formulas and Functions

52. Ctrl + G is used to access the ____.
    a. Go to Next worksheet command
    b. G column
    c. Go to a location in the worksheet command
    d. formula view
ANSWER: c
POINTS: 1
REFERENCES: Introducing Excel and Spreadsheets

53. mm/dd/yyyy is known as ____.
    a. a text string   b. text data
    c. a date format   d. number data
ANSWER: c
POINTS: 1
REFERENCES: Entering Text, Dates, and Numbers

54. Whenever you click the Save button on the Quick Access Toolbar or press the ____ keys, the workbook file is updated to reflect the latest content.
    a. Ctrl + V   b. Ctrl + G
    c. Ctrl + C   d. Ctrl + S
ANSWER: d
POINTS: 1
REFERENCES: Introducing Excel and Spreadsheets

55. To move or copy a range of cells, select the correct order:
1. Move the pointer over the border of the selection until the pointer changes shape.
2. Select the cell or range you want to move or copy.
3. To move the range, click the border and drag the selection to a new location, or to copy the range, hold down the Ctrl key and drag the selection to a new location.
    a. 1,2,3   b. 3,2,1

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    c. 1,3,2   d. 2,1,3

ANSWER: d

POINTS: 1

REFERENCES: Modifying a Worksheet

56. A(n) _____ is a grouping of text and numbers in a rectangular grid or table.

ANSWER: spreadsheet

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

57. Keyboard _____ can help you work faster and more efficiently because you can keep your hands on the keyboard.

ANSWER: shortcuts

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

58. The active cell is highlighted with a thick green border, its cell reference appears in the _____, and the corresponding column and row headings are highlighted.

ANSWER: Name Box

POINTS: 1

REFERENCES: Exploring a Workbook

59. The range reference for a(n) _____ range includes the range reference to each range, separated by a semicolon.

ANSWER: nonadjacent

POINTS: 1

REFERENCES: Exploring a Workbook

60. When you _____ a workbook, a dialog box might open, asking whether you want to save the workbook.

ANSWER: close

POINTS: 1

REFERENCES: Closing a Workbook

61. A(n) _____ is a named operation that replaces the arithmetic expression in a formula.

ANSWER: function

POINTS: 1

REFERENCES: Excel Formulas and Functions

62. A(n) _____ of the original range is placed in the new location without removing the original range from the worksheet.

ANSWER: copy

POINTS: 1

REFERENCES: Modifying a Worksheet

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63. The _____ function will not include any cell in the range containing a non-numeric value in the final tally.
ANSWER: COUNT
POINTS: 1
REFERENCES: Modifying a Worksheet

64. A(n) _____ includes a series of questions that help you think about the purpose of the workbook and how to achieve your desired results.
ANSWER: planning analysis sheet
POINTS: 1
REFERENCES: Planning a Workbook

65. _____ removes the data from the row or column as well as removes the row or column itself.
ANSWER: Deleting
POINTS: 1
REFERENCES: Modifying a Worksheet

Identify the letter of the choice that best matches the phrase or definition.
a. function
b. Name box
c. worksheet
d. range
e. order of operations
f. sheet tabs
g. Ctrl
h. Normal view
i. minimize button
j. template
REFERENCES: Exploring a Workbook
                Performing Calculations with Formulas
                Modifying a Worksheet
                Excel Formulas and Functions
                Session 1.1 Visual Overview
                The Excel Workbook
                Printing a Workbook
                Introducing Excel and Spreadsheets

66. Contains a grid of rows and columns into which you can enter text, numbers, dates, and formulas, and display charts.
ANSWER: c
POINTS: 1

67. Multiplication before addition
ANSWER: e
POINTS: 1

68. When you copy a range of cells, you must press this key while you drag the selection to its new location.

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ANSWER: g
POINTS: 1

69. A named operation that replaces the arithmetic expression in a formula
ANSWER: a
POINTS: 1

70. A group of worksheet cells
ANSWER: d
POINTS: 1

71. Hides a window so that only its program button is visible on the taskbar.
ANSWER: i
POINTS: 1

72. Displays the cell reference of the active cell.
ANSWER: b
POINTS: 1

73. Shows the contents of the worksheet.
ANSWER: h
POINTS: 1

74. Displays the name of the sheets in the workbook.
ANSWER: f
POINTS: 1

75. A preformatted workbook with many design features and some content already filled in.
ANSWER: j
POINTS: 1

PowerPoint Module 01: Creating a Presentation

1. The ribbon is organized into tabs.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

2. A textbox is a region of a slide reserved for inserting text or graphics.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

3. Slides are printed documents you give to your audience before, during, or after your presentation.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

4. In Touch Mode the ribbon increases in height, making it easier to use your finger to tap the button you need.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Starting PowerPoint and Creating a New Presentation

5. The layout of a slide is the arrangement of placeholders on the slide.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Adding New Slides

6. A second-level item in a list is sometimes called a subitem.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Creating Lists

7. The 7 x 7 rule means you should include no more than seven words per slide.
    a. True

PowerPoint Module 01: Creating a Presentation

    b. False
ANSWER: False
POINTS: 1
REFERENCES: Creating Lists

8. To apply format to text, both the text and the text box must be selected.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Formatting Text

9. You can undo up to the most recent 40 actions by clicking the Undo button.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Formatting Text

10. In Slide Sorter view, slides are displayed as thumbnails and the Slides tab appears.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Manipulating Slides

11. Most people find it helpful to use presentation <u>media</u>—visual and audio aids to support key points and engage the audience's attention. _____
ANSWER: True
POINTS: 1
REFERENCES: Planning a Presentation

12. Once you enter text into a text placeholder, it is no longer a placeholder and becomes an object called a(n) <u>object</u> box.
_____
ANSWER: False - text
POINTS: 1
REFERENCES: Creating a Title Slide

13. <u>Unnumbered</u> lists are useful in slides when you want to present information on multiple lines without actually itemizing the information. _____
ANSWER: True
POINTS: 1
REFERENCES: Creating Lists

14. To copy selected text or objects, you use the Copy button in the Clipboard group on the <u>INSERT</u> tab.

PowerPoint Module 01: Creating a Presentation

_____

ANSWER: False - HOME

POINTS: 1

REFERENCES: Moving and Copying Text

15. In <u>Slide Show</u> view, the left pane shows the current slide. _____

ANSWER: False - Presenter

POINTS: 1

REFERENCES: Session 1.2 Visual Overview

16. The <u>More</u> button appears on all galleries that contain additional items or commands that don't fit in the group on the ribbon. _____

ANSWER: True

POINTS: 1

REFERENCES: Changing the Theme and the Theme Variant

17. The <u>aspect</u> ratio is the ratio of the object's height to its width. _____

ANSWER: True

POINTS: 1

REFERENCES: Resizing and Moving Objects

18. A <u>review</u> pane is a pane that opens to the right or left of the Slide pane and contains commands and options related to the task you are doing. _____

ANSWER: False - task

POINTS: 1

REFERENCES: Checking Spelling

19. Use the Print screen in <u>Printer</u> view to set print options such as specifying a printer and color options. _____

ANSWER: False - Backstage

POINTS: 1

REFERENCES: Printing a Presentation

20. When PowerPoint starts, it displays a blank presentation in ____ view.
    a. Default   b. Normal
    c. Blank   d. Slide

ANSWER: b

POINTS: 1

REFERENCES: Starting PowerPoint and Creating a New Presentation

21. Normal view displays slides one at a time in the ____.
    a. Slide pane   b. View pane
    c. Slide view   d. Slide window

ANSWER: a

POINTS: 1

PowerPoint Module 01: Creating a Presentation

REFERENCES: Starting PowerPoint and Creating a New Presentation

22. The _____ is the first slide in a PowerPoint presentation.
　　　a. Presentation outline slide　　　b. Title slide
　　　c. Content slide　　　　　　　　　d. Default slide
ANSWER:　　　b
POINTS:　　　1
REFERENCES: Creating a Title Slide

23. There are _____ text placeholders on the Title slide.
　　　a. 2　　　b. 3
　　　c. 4　　　d. 5
ANSWER:　　　a
POINTS:　　　1
REFERENCES: Creating a Title Slide

24. A commonly used layout is the _____ layout.
　　　a. Blank　　　　　　　　b. Section Header
　　　c. Title and Content　　　d. Picture with Caption
ANSWER:　　　c
POINTS:　　　1
REFERENCES: Adding New Slides

25. To insert a new slide, you use the New Slide button in the _____ group on the HOME tab.
　　　a. Clipboard　　　b. Slides
　　　c. Paragraph　　　d. Drawing
ANSWER:　　　b
POINTS:　　　1
REFERENCES: Adding New Slides

26. A _____ item is a main item in a list.
　　　a. base-level　　　b. root
　　　c. sub-　　　　　　d. first-level
ANSWER:　　　d
POINTS:　　　1
REFERENCES: Creating Lists

27. Text is measured in _____.
　　　a. points　　　b. pixels
　　　c. inches　　　d. millimeters
ANSWER:　　　a
POINTS:　　　1
REFERENCES: Creating Lists

PowerPoint Module 01: Creating a Presentation

28. ____ adjusts default font sizes and line spacing to make the text fit.
    a. AutoFit   b. AutoRoom
    c. AutoAdjust   d. AutoSqueeze
ANSWER: a
POINTS: 1
REFERENCES: Creating Lists

29. To duplicate, rearrange, or delete slides, you select the slides in the Slides tab in ____ view or switch to Slide Sorter view.
    a. Normal   b. Reading
    c. Slide Show   d. Slide Sorter
ANSWER: a
POINTS: 1
REFERENCES: Manipulating Slides

30. Click the "Return to the previous slide" and "____ to the next slide" buttons to move from slide to slide in Slide Show view.
    a. Move   b. Search
    c. Advance   d. Progress
ANSWER: c
POINTS: 1
REFERENCES: Session 1.2 Visual Overview

31. If you have closed a saved presentation, open it in Backstage view by using the ____ command.
    a. Open   b. Save
    c. Edit   d. Search
ANSWER: a
POINTS: 1
REFERENCES: Opening a Presentation and Saving It with a New Name

32. To edit a presentation without changing the original, create a copy of it. To do this, use the ____ command.
    a. Save   b. Save As
    c. Copy   d. Copy As
ANSWER: b
POINTS: 1
REFERENCES: Opening a Presentation and Saving It with a New Name

33. A ____ is a coordinated set of colors, fonts, backgrounds, and effects.
    a. theme   b. layout
    c. template   d. thumbnail
ANSWER: a
POINTS: 1
REFERENCES: Changing the Theme and the Theme Variant

PowerPoint Module 01: Creating a Presentation

34. A theme and its variants are called a theme _____.
    a. set   b. group
    c. family   d. template
ANSWER: c
POINTS: 1
REFERENCES: Changing the Theme and the Theme Variant

35. If you don't choose a theme, the default _____ theme is applied.
    a. blank   b. Office
    c. corporate   d. primary colors
ANSWER: b
POINTS: 1
REFERENCES: Changing the Theme and the Theme Variant

36. To apply a theme from a presentation stored on your computer or network, click the _____ button, and then click Browse for Themes.
    a. Themes Plus   b. Themes More
    c. Themes Now   d. Themes Gallery
ANSWER: b
POINTS: 1
REFERENCES: Changing the Theme and the Theme Variant

37. A(n) _____, like any presentation, has a theme applied, but it also contains text, graphics, and placeholders to help direct you in creating content for a presentation.
    a. format   b. template
    c. outline   d. placeholder
ANSWER: b
POINTS: 1
REFERENCES: Changing the Theme and the Theme Variant

38. To find a template on Office.com, display the _____ or New screen in Backstage view.
    a. Old   b. Recent
    c. Custom   d. Search
ANSWER: b
POINTS: 1
REFERENCES: Changing the Theme and the Theme Variant

39. You can use the Picture button in the Images group on the _____ tab to add photos to slides.
    a. VIEW   b. INSERT
    c. DESIGN   d. HOME
ANSWER: b
POINTS: 1
REFERENCES: Working with Photos

PowerPoint Module 01: Creating a Presentation

40. In PowerPoint terms, ____ a photo means cutting out the parts you don't want to include.
    a. snipping   b. cropping
    c. trimming   d. dashing
ANSWER: b
POINTS: 1
REFERENCES: Working with Photos

41. When you save a presentation that contains photos, PowerPoint automatically compresses the photos to a resolution of ____ pixels per inch (ppi).
    a. 120   b. 180
    c. 220   d. 280
ANSWER: c
POINTS: 1
REFERENCES: Working with Photos

42. If photos need to be emailed or uploaded to a Web page, choose the ____ ppi compression setting.
    a. 50   b. 96
    c. 150   d. 220
ANSWER: b
POINTS: 1
REFERENCES: Working with Photos

43. When you choose the ____ compression setting, photos are compressed to the resolution specified on the Advanced tab in the PowerPoint Options dialog box.
    a. No compression   b. Yes compression
    c. Document resolution   d. Compression resolution
ANSWER: c
POINTS: 1
REFERENCES: Working with Photos

44. ____ handles are the small squares that appear in the corners and in the middle of the sides of the border of a selected object.
    a. Zoom   b. Sizing
    c. Object   d. Magnification
ANSWER: b
POINTS: 1
REFERENCES: Working with Photos

45. The ____ ratio is the ratio of an object's height to its width.
    a. image   b. pixel
    c. aspect   d. proportion
ANSWER: c
POINTS: 1

PowerPoint Module 01: Creating a Presentation

REFERENCES: Resizing and Moving Objects

46. ____ notes are information you add about slide content to help you remember to bring up specific points during the presentation.
    a. Speaker   b. Audience
    c. Reminder   d. Handout
ANSWER: a
POINTS: 1
REFERENCES: Adding Speaker Notes

47. To indicate that a word might be misspelled, a ____ squiggly line appears under it.
    a. red   b. blue
    c. green   d. yellow
ANSWER: a
POINTS: 1
REFERENCES: Checking Spelling

48. During your presentation, you can easily display a blank black slide by pressing the ____ key(s).
    a. B   b. F3
    c. F6   d. Alt+B
ANSWER: a
POINTS: 1
REFERENCES: Running a Slide Show

49. ____ view displays the slides so that they almost fill the screen, and a status bar appears identifying the number of the current slide and providing buttons to advance the slide show.
    a. Reading   b. Slide Show
    c. Handouts   d. Presenter
ANSWER: a
POINTS: 1
REFERENCES: Running a Slide Show

50. When you print ____, the presentation is printed with one or more slides on each piece of paper.
    a. Full Page Slides   b. Notes Pages
    c. Outline   d. Handouts
ANSWER: d
POINTS: 1
REFERENCES: Printing a Presentation

51. When you are finished working with a presentation, you can exit PowerPoint. If there is only one presentation open, you click the Close button in the ____ corner of the program window to exit the program.
    a. upper-left   b. upper-right
    c. lower-left   d. lower-right
ANSWER: b

PowerPoint Module 01: Creating a Presentation

POINTS: 1
REFERENCES: Exiting PowerPoint

Case-Based Critical Thinking Questions

Case 1-1
Using PowerPoint 2016, Ethan develops a short five-slide presentation for his marketing project.

52. After opening PowerPoint, Ethan sees buttons to execute commands in the ____ area.
    a. Ribbon   b. Slides tab
    c. Placeholder   d. Access Spot
ANSWER: a
POINTS: 1
REFERENCES: Session 1.1 Visual Overview
TOPICS: Critical Thinking

53. PowerPoint files consist of what looks like pages in a document. Ethan correctly calls these buttons ____.
    a. slides   b. groups
    c. ribbons   d. banners
ANSWER: a
POINTS: 1
REFERENCES: Session 1.1 Visual Overview
TOPICS: Critical Thinking

54. Ethan has not saved his PowerPoint file yet, and it appears with a temporary filename "____" followed by a number.
    a. File   b. Presentation
    c. Temporary   d. Placeholder
ANSWER: b
POINTS: 1
REFERENCES: The PowerPoint Window
TOPICS: Critical Thinking

55. When Ethan first opens PowerPoint, he has two ____ view options: 1) to open an existing presentation or 2) to create a new file.
    a. Backstage   b. Themes
    c. Insert   d. Slide Sorter
ANSWER: a
POINTS: 1
REFERENCES: Starting PowerPoint and Creating a New Presentation
TOPICS: Critical Thinking

56. When Ethan first creates a new presentation it is displayed in ____ view.
    a. Normal   b. Backstage
    c. Slide Sorter   d. Presentation

PowerPoint Module 01: Creating a Presentation

ANSWER: a
POINTS: 1
REFERENCES: Starting PowerPoint and Creating a New Presentation
TOPICS: Critical Thinking

Case-Based Critical Thinking Questions

Case 1-2
Kamilla is creating a presentation about her family for a homework assignment. Her friend Ivan, a PowerPoint 2016 expert, is helping her.

57. Ivan tells Kamilla that the first slide of her presentation will be the _____ slide.
    a. Title   b. Entrance
    c. Insertion   d. Animation
ANSWER: a
POINTS: 1
REFERENCES: Creating a Title Slide
TOPICS: Critical Thinking

58. Once Kamilla decides to work with the Title slide she sees that it has two _____.
    a. picture tabs   b. contextual tabs
    c. text placeholders   d. picture placeholders
ANSWER: c
POINTS: 1
REFERENCES: Creating a Title Slide
TOPICS: Critical Thinking

59. When Kamilla clicks in the Title placeholder, the insertion point appears as a _____ line in the center of the placeholder.
    a. blinking   b. rotating
    c. blue, straight   d. red, squiggly
ANSWER: a
POINTS: 1
REFERENCES: Creating a Title Slide
TOPICS: Critical Thinking

60. When Kamilla clicks in the Title placeholder a contextual tab, the _____ tab, appears on the ribbon.
    a. TEXT HELPER   b. DRAWING HELPER
    c. TEXT TOOLS FORMAT   d. DRAWING TOOLS FORMAT
ANSWER: d
POINTS: 1
REFERENCES: Creating a Title Slide
TOPICS: Critical Thinking

PowerPoint Module 01: Creating a Presentation

61. Kamilla has run out of room on her computer's hard drive, so Ivan helps her upload the file to her account on ____, Microsoft's free online storage area.
    a. OneView   b. OneDrive
    c. CloudView   d. CloudDrive
ANSWER: b
POINTS: 1
REFERENCES: Saving and Editing a Presentation
TOPICS: Critical Thinking

62. If you press the _____+Enter keys a new line is created, but it is still considered to be part of the item above it.
ANSWER: Shift
POINTS: 1
REFERENCES: Creating Lists

63. When there are no actions that can be redone, the Redo button changes to the _____ button.
ANSWER: Repeat
POINTS: 1
REFERENCES: Formatting Text

64. To copy selected text or objects, you use the Copy button in the _____ group on the HOME tab.
ANSWER: Clipboard
POINTS: 1
REFERENCES: Formatting Text

65. Once you activate the Office Clipboard, you can store up to _____ items on it and then select the item or items you want to paste.
ANSWER: 24
                twenty-four
POINTS: 1
REFERENCES: Moving and Copying Text

66. When you select an existing list and then click the Convert to SmartArt Graphic button in the Paragraph group on the _____ tab, a gallery of SmartArt layouts appears.
ANSWER: HOME
POINTS: 1
REFERENCES: Converting a List to a SmartArt Diagram

67. In Slide Sorter view, to select sequential slides, click the first slide, press and hold the _____ key, and then click the last slide you want to select.
ANSWER: Shift
POINTS: 1
REFERENCES: Manipulating Slides

68. You can use the buttons in the Presentation Views group on the _____ tab to switch views.

ANSWER: VIEW
POINTS: 1
REFERENCES: Manipulating Slides

69. When you are finished working with a presentation, you can close it and leave PowerPoint open. To do this, you click the _____ tab to open Backstage view, and then click the Close command.
ANSWER: FILE
POINTS: 1
REFERENCES: Closing a Presentation

70. In _____ view, each slide fills the screen, one after another.
ANSWER: Slide Show
POINTS: 1
REFERENCES: Session 1.2 Visual Overview

71. In PowerPoint, you can crop a photo manually to any size you want, crop it to a preset ratio, or crop it to a(n) _____.
ANSWER: shape
POINTS: 1
REFERENCES: Working with Photos

72. When the _____ is locked, if you resize the photo by dragging a corner sizing handle, the other dimension will change by the same percentage.
ANSWER: aspect ratio
POINTS: 1
REFERENCES: Resizing and Moving Objects

73. If you don't want objects you are moving to snap to the grid, press and hold the _____ key while you are dragging.
ANSWER: Alt
POINTS: 1
REFERENCES: Resizing and Moving Objects

74. If your computer is connected to a projector, and you start a slide show in Slide Show view, _____ view starts on the computer and Slide Show view appears on the projection screen.
ANSWER: Presenter
POINTS: 1
REFERENCES: Running a Slide Show

75. If you choose to print your presentation in _____ it will print in white and shades of gray.
ANSWER: grayscale
POINTS: 1
REFERENCES: Printing a Presentation

Word Module 01: Creating and Editing a Document

1. As you type the body of a letter, Word automatically moves the insertion point to a new line when the current line is full.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Opening a Page on the Web

2. The grammar checker marks grammatical errors with a wavy red line.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Using the Spelling and Grammar Task Panes

3. By default, Word documents include .5-inch margins on all sides of the document.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Adjusting the Margins

4. The PAGE LAYOUT tab displays options for adjusting the margins of your document.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Creating an Envelope

5. To preview the document, click the FILE tab to open Stagefront view and then click the Print tab in the navigation bar.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Changing the Font and Font Size

6. You can add envelopes to existing documents.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Opening an Existing Document

7. The New screen displays a variety of template options.

Word Module 01: Creating and Editing a Document

    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Creating an Envelope

8. Portrait orientation is the default page orientation for Word documents.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Changing Page Orientation

9. The <u>paragraph mark</u> shows where characters will appear when you start typing. _____
ANSWER: False - insertion point
POINTS: 1
REFERENCES: Changing the Font and Font Size

10. To restore your original change, use the <u>Undo</u> button, which reverses the action. _____
ANSWER: False - Redo
POINTS: 1
REFERENCES: Using the Undo and Redo Buttons

11. Before typing a document, you should make sure <u>nonprinting</u> characters are displayed.. _____
ANSWER: True
POINTS: 1
REFERENCES: Setting up the Word Window

12. To move the insertion point to the end of the document press <u>Ctrl+End</u>. _____
ANSWER: True
POINTS: 1
REFERENCES: Using the Undo and Redo Buttons

13. <u>Line spacing</u> is the amount of space that appears between lines of text within a paragraph. _____
ANSWER: True
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

14. To select an entire document, <u>double-click</u> in the white space to the left of the document text. _____
ANSWER: False - triple-click
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

15. <u>Landscape</u> orientation is the default page orientation for Word documents. _____

Word Module 01: Creating and Editing a Document

ANSWER: False - Portrait
POINTS: 1
REFERENCES: Changing Page Orientation

16. <u>Blue</u> is the default font color and appears at the top of the Font Color gallery, with "Automatic" next to it. _____

ANSWER: False - Black
POINTS: 1
REFERENCES: Applying Text Effects, Font Colors, and Font Styles

17. With <u>center alignment</u>, text is centered between the left and right margins and is ragged along both the left and right margins. _____
ANSWER: True
POINTS: 1
REFERENCES: Aligning Text

18. A <u>paragraph border</u> is an outline that appears around one or more paragraphs in a document. _____
ANSWER: True
POINTS: 1
REFERENCES: Adding a Paragraph Border and Shading

19. The _____ displays the name of the open file and the program.
    a. title bar   b. paragraph mark
    c. status bar   d. address link
ANSWER: a
POINTS: 1
REFERENCES: Session 1.1 Visual Overview

20. In _____ Mode, extra space around the buttons on the ribbon allows your finger to tap the specific button you need.
    a. Tap   b. Select
    c. Touch   d. Tactile
ANSWER: c
POINTS: 1
REFERENCES: Starting Word

21. Changing the _____ affects only the way the document is displayed on the screen.
    a. View   b. Zoom
    c. Layout   d. Preview
ANSWER: b
POINTS: 1
REFERENCES: Setting Up the Word Window

22. The main difference among different types of business letters is _____.
    a. the location of the date

Word Module 01: Creating and Editing a Document

b. the location of the return address

c. whether the nonprinting characters are visible

d. how parts of the letter are indented from the left margin

ANSWER:　　　d

POINTS:　　　1

REFERENCES:　Saving a Document

23. To accept an AutoComplete suggestion, press the _____ key.

　　a. Esc　　b. Shift

　　c. Enter　　d. Ctrl

ANSWER:　　　c

POINTS:　　　1

REFERENCES:　Entering Text

24. _____ is a Word feature that automatically inserts the dates and other regularly used items.

　　a. AutoCorrect　　　　b. AutoComplete

　　c. the spelling checker　　d. the grammar checker

ANSWER:　　　b

POINTS:　　　1

REFERENCES:　Entering Text

25. The letters you type appear at the current location of the _____.

　　a. insertion point　　b. nonprinting characters

　　c. rulers　　　　　　d. scroll bars

ANSWER:　　　a

POINTS:　　　1

REFERENCES:　Entering Text

26. In the block style business letter, the inside address appears below the date, with one blank _____ in between.

　　a. space　　b. paragraph

　　c. line　　d. document

ANSWER:　　　b

POINTS:　　　1

REFERENCES:　Entering Text

27. A(n) _____ is text or a graphic you can click to jump to another file or to somewhere else in the same file.

　　a. icon　　　b. hyperlink

　　c. graphic　　d. insertion

ANSWER:　　　b

POINTS:　　　1

REFERENCES:　Entering Text

28. Which of the following errors will AutoCorrect catch?

　　a. "red" for "read"　　b. "your" for "you're"

Word Module 01: Creating and Editing a Document

c. "teh" for "the"   d. "their" for "there"

ANSWER: c

POINTS: 1

REFERENCES: Correcting Errors as You Type

29. Which keystroke(s) should you use to move the insertion point to the end of the line you are currently on?

    a. End   b. Page Up

    c. Ctrl+Home   d. Alt+Ctrl+Page

ANSWER: a

POINTS: 1

REFERENCES: Using the Undo and Redo Buttons

30. To move the insertion point left or right one character at a time, you would press _____.

    a. the down or up arrow key

    b. the Home or End key

    c. the left or right arrow key

    d. the Ctrl + right arrow keys or the Ctrl +left arrow keys

ANSWER: c

POINTS: 1

REFERENCES: Using the Undo and Redo Buttons

31. To correct an error marked by either the spelling or grammar checker, you can right-click the error, and then select the correct replacement on the _____ menu.

    a. file   b. pop-up

    c. insert   d. shortcut

ANSWER: d

POINTS: 1

REFERENCES: Entering Text

32. A wavy _____ line appears if you type a word that is not in the dictionary at all.

    a. red   b. green

    c. blue   d. black

ANSWER: a

POINTS: 1

REFERENCES: Correcting Errors as You Type

33. As you continue to add text at the end of a document, the text typed earlier will _____ and disappear from the top of the document window.

    a. zip   b. wrap

    c. slip   d. scroll

ANSWER: d

POINTS: 1

REFERENCES: Correcting Errors as You Type

Word Module 01: Creating and Editing a Document

34. Line spacing is the amount of space that appears between lines of text within a _____.
     a. word   b. sentence
     c. paragraph   d. fragment
ANSWER: c
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

35. In the _____ group on the HOME tab, you use the Line and Paragraph Spacing button to adjust paragraph and line spacing.
     a. File   b. Fonts
     c. Insert   d. Paragraph
ANSWER: d
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

36. The white space in the left margin is sometimes referred to as the _____ bar.
     a. scan   b. index
     c. baseline   d. selection
ANSWER: d
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

37. If you press the Shift+Enter keys at the end of a line, this inserts a _____ line break.
     a. hard   b. manual
     c. standard   d. double-space
ANSWER: b
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

38. A method for selecting multiple lines of text is to _____.
     a. double-click the word
     b. click and drag in the white space to the left of the lines
     c. press and hold the Ctrl key, then drag the mouse pointer to select multiple blocks of nonadjacent text
     d. click the beginning of the block, then press and hold down the Alt key until the entire block is selected
ANSWER: b
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

39. By default Word documents include _____ margins on all sides of the document.
     a. .5-inch   b. 1-inch
     c. 1.5-inch   d. 2-inch
ANSWER: b
POINTS: 1
REFERENCES: Adjusting the Margins

40. To be sure the document is ready to print, and to avoid wasting paper and time, you should first review it in _____ view.
    a. File   b. Print
    c. Backstage   d. Page Setup
ANSWER: c
POINTS: 1
REFERENCES: Previewing and Printing a Document

41. Preformatted files in Word (e.g., fax cover sheets, memos) are known as _____.
    a. indices   b. templates
    c. staged documents   d. default documents
ANSWER: b
POINTS: 1
REFERENCES: Creating an Envelope

42. You can click the Clear All Formatting button to restore selected text to the _____ font, font size, and color.
    a. original   b. default
    c. new   d. edited
ANSWER: b
POINTS: 1
REFERENCES: Changing the Font and Font Size

43. A _____ is a set of characters that uses the same typeface.
    a. font   b. theme
    c. style   d. format
ANSWER: a
POINTS: 1
REFERENCES: Session 1.2 Visual Overview

44. A(n) _____ is a window that helps you navigate through a complex feature.
    a. task pane   b. landscape
    c. portrait   d. manager
ANSWER: a
POINTS: 1
REFERENCES: Formatting a Document

45. To save a document with a new name, click _____ in the navigation bar and enter a new filename.
    a. Save   b. Copy
    c. Send to   d. Save As
ANSWER: d
POINTS: 1
REFERENCES: Opening an Existing Document

Word Module 01: Creating and Editing a Document

46. Which of the follow is a question to consider when creating effective documents?
    a. Who is the audience?   b. What do they know?
    c. What do they need to know?   d. All of the above
ANSWER: d
POINTS: 1
REFERENCES: Opening an Existing Document

47. The _____ group on the HOME tab includes a button for each of the four major types of alignment.
    a. Font   b. Styles
    c. Editing   d. Paragraph
ANSWER: d
POINTS: 1
REFERENCES: Aligning Text

48. To select the entire document, press _____.
    a. Alt+A   b. Ctrl+A
    c. Shift+A   d. Alt+Ctrl+A
ANSWER: b
POINTS: 1
REFERENCES: Aligning Text

49. _____ is background color that you can apply to one or more paragraphs and can be used in conjunction with a border for a more defined effect.
    a. Fill   b. Shading
    c. Highlight   d. Paragraph border
ANSWER: b
POINTS: 1
REFERENCES: Adding a Paragraph Border and Shading

50. To apply an outline to the selected paragraph, use the _____ button in the Paragraph group on the HOME tab.
    a. Fill   b. Border
    c. Shadow   d. Outline
ANSWER: b
POINTS: 1
REFERENCES: Adding a Paragraph Border and Shading

51. To copy formatting from the selected text to other text in the document, use the _____ button.
    a. Copy   b. Format
    c. Format Painter   d. Transfer Format
ANSWER: a
POINTS: 1
REFERENCES: Copying Formatting with the Format Painter

52. A(n) _____ tab appears on the ribbon only when an object is selected.

a. layout   b. automatic

c. selection   d. contextual

ANSWER: d

POINTS: 1

REFERENCES: Working with Pictures

Case-Based Critical Thinking Questions
Case 1-1

Gabrielle wants very much to get a job in television. Each day she visits local television station websites and peruses the Help Wanted sections. To her surprise, there is an opening for a production assistant at Channel 30. To apply for the job, applicants must download a form from the Channel 30 website, fill it out, and then email it to the human resources manager. The form is a Microsoft Word 2013 document.

53. Anxious to apply, Gabrielle downloads the form and opens it on her computer. In the space allocated for today's date, Andrea types Janu and then is prompted by _____.

    a. Spell Check to spell "January" correctly

    b. AutoCorrect to finish typing "January"

    c. AutoComplete to insert the name of the month, January

    d. AutoAdjust to adjust her font size to match the rest of the document

ANSWER: c

POINTS: 1

REFERENCES: Entering Text

TOPICS: Critical Thinking

54. The first part of the form asks applicants to write one paragraph about why they would like to at work Channel 30. Right away, Gabrielle knows what she wants to write; she's grown up with Channel 30 and has always been impressed by the quality of the news anchors, especially Katie Couric. Each time she types Couric in her response, a red way underline appears beneath it. Gabrielle realizes that _____.

    a. she must be spelling "Couric" wrong

    b. Word considers "Couric" to be a misspelled word

    c. the form must be set up so as to discourage applicants from referring to specific Channel 30 employees

    d. the word "Katie" has already been added to the Word dictionary and the red underline is a reminder to add "Katie" to AutoCorrect

ANSWER: b

POINTS: 1

REFERENCES: Correcting Errors as You Type

TOPICS: Critical Thinking

55. Gabrielle is very excited and rushing. She continually types "teh" instead of "the." Fortunately, the _____.

    a. AutoCorrect feature corrects it automatically

    b. spelling checker corrects it automatically

    c. AutoComplete feature corrects it automatically

    d. grammar checker corrects it automatically

ANSWER: a
POINTS: 1
REFERENCES: Correcting Errors as You Type
TOPICS: Critical Thinking

56. The last part of the form asks applicants to create a bulleted list of their accomplishments. Gabrielle does not like the amount of space the program inserts between the bulleted items each time she presses Enter, so she adjusts the _____.

    a. line spacing   b. paragraph spacing

    c. word wrap spacing   d. leading

ANSWER: b
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing
TOPICS: Critical Thinking

Case-Based Critical Thinking Questions
Case 1-2

Kade is writing a cover letter that he will send with copies of his resume to different software development firms. Since a cover letter determines the first impression he will make, it has to be flawless. He has finished typing the letter but must stop to go to an evening class. He quickly saves it and exits Word.

57. The next day Kade opens the letter in order to proofread it. He realizes that there is some formatting in part of the letter that he would like to use elsewhere in the letter. After using the Format Painter, he wants to turn it off. What key should he press?

    a. F4   b. Esc

    c. Ctrl   d. Shift

ANSWER: b
POINTS: 1
REFERENCES: Copying Formatting with the Format Painter
TOPICS: Critical Thinking

58. Kade thinks that a photo may help to illustrate a point he is making in the letter about a project on which he has worked. What is the term for the photo he wants to insert into this document?

    a. Img   b. Icon

    c. Picture   d. Graphical unit

ANSWER: c
POINTS: 1
REFERENCES: Working with Pictures
TOPICS: Critical Thinking

59. In his work on the letter, Kade inserts a sentence, then changes his mind and deletes the sentence using the Cut command. He then changes his mind again and _____.

    a. clicks the Undo button to undo the delete

    b. clicks the Redo button to insert the sentence again

c. clicks the Restore Text button to insert the picture again

d. inserts the sentence again using the same method he used to insert it the first time

ANSWER: a

POINTS: 1

REFERENCES: Using the Undo and Redo Buttons

TOPICS: Critical Thinking

60. Kade's dad takes a look at the letter and finds a typo: Kade has misspelled "valedictorian" as "valedictoran." He wonders why Word did not place a wavy red line underneath the misspelled word. Then he figures out that _____.

a. his AutoCorrect feature has been disabled

b. the incorrect spelling was added to the dictionary

c. "valedictoran" was not added to his AutoCorrect list

d. the Correct spelling as you type check box is not checked in the Word Options dialog box

ANSWER: b

POINTS: 1

REFERENCES: Correcting Errors as You Type

TOPICS: Critical Thinking

61. Kade's dad suggests that Kade also check the cover letter for grammatical errors. Kade notices that he typed "you're" instead of "your," so the word is underlined with _____.

a. a blue wavy line   b. a black wavy line

c. a green wavy line   d. an orange wavy line

ANSWER: a

POINTS: 1

REFERENCES: Correcting Errors as You Type

TOPICS: Critical Thinking

62. The _____ allow you to change the way the document is displayed.

ANSWER: View buttons

POINTS: 1

REFERENCES: Setting Up the Word Window

63. _____ automatically corrects common typing errors.

ANSWER: AutoCorrect

POINTS: 1

REFERENCES: Correcting Errors as You Type

64. The Ctrl+Right Arrow keystroke moves the insertion point right one _____ at a time.

ANSWER: word

POINTS: 1

REFERENCES: Using the Undo and Redo Buttons

65. The _____ feature capitalizes the first letter of a sentence automatically.

ANSWER: AutoCorrect

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POINTS: 1
REFERENCES: Correcting Errors as You Type

66. Line spacing determines the amount of space between lines within a(n) _____.
ANSWER: paragraph
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

67. _____ in the white space to the left of the document text to select an entire document.
ANSWER: Triple-click
POINTS: 1
REFERENCES: Adjusting Paragraph and Line Spacing

68. On the _____ ruler the 0-inch mark is like the origin on a number line.
ANSWER: horizontal
POINTS: 1
REFERENCES: Adjusting the Margins

69. _____ orientation is the default orientation for Word documents.
ANSWER: Portrait
POINTS: 1
REFERENCES: Changing the Font and Font Size

70. To verify that the pointer is located at the beginning of the document, press the _____ keys.
ANSWER: Ctrl + Home
POINTS: 1
REFERENCES: Changing the Font and Font Size

71. With _____ alignment the text is aligned along the right margin and is ragged along the left margin.
ANSWER: right
POINTS: 1
REFERENCES: Alignment Text

72. A paragraph _____ is an outline that appears around one or more paragraphs in a document.
ANSWER: border
POINTS: 1
REFERENCES: Adding a Paragraph Border and Shading

73. You will use the _____ button in the Clipboard group on the HOME tab to copy a format from selected text to other text.
ANSWER: Format Painter
POINTS: 1
REFERENCES: Copying Formatting with the Format Painter

74. To work with a photo or other type of picture in a document, you first need to _____ it.

Word Module 01: Creating and Editing a Document

ANSWER: select

POINTS: 1

REFERENCES: Working with Pictures

75. Discuss the use of color and special effects in formal documents.

ANSWER: In more formal documents, use color and special effects sparingly. The goal of letters, reports, and many other types of documents is to convey important information, not to dazzle the reader with fancy fonts and colors. Such elements only serve to distract the reader from your main point. In formal documents, it's a good idea to limit the number of colors to two and to stick with left alignment for text. In a document like a flyer, for example, you have a little more leeway because the goal of the document is to attract attention. However, you still want it to look professional.

POINTS: 1

REFERENCES: Copying Formatting with the Format Painter

TOPICS: Critical Thinking

Access Module 01: Creating a Database

1. A database or a relational database is a collection of related tables. _____
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Introduction to Database Concepts

2. Each record in a table is uniquely identified by a foreign key. _____
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Introduction to Database Concepts

3. A software program that lets the user create databases and then manipulate the data in the databases is called a database management system (DBMS). _____
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Managing a Database

4. A table is a predesigned database that includes professionally designed database objects. _____
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Starting Access and Creating a Database

5. The only option available for creating tables in Access is to use the datasheet view. _____
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

6. The number of the currently selected record in a table and the total number of records in the table are displayed in the Current Record box which appears between the two sets of navigation buttons on a data sheet. _____
    a. True
    b. False
ANSWER: True
POINTS: 1

Access Module 01: Creating a Database

REFERENCES: Creating a Table in Datasheet View

7. A question asked about the data stored in a database is called a primary key. _____
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

8. A query is used to enter, edit, and view records in a database. _____
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Session 1.2 Visual Overview

9. When creating a form in Access, the Layout view allows the user to make design changes to the form while it is displaying data.
_____
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Creating a Simple Form

10. Compacting a database rearranges the data and objects in a database to decrease its file size. _____
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Managing a Database

11. A single characteristic or attribute of a person, place, object, event, or idea is a <u>table</u>. _____
ANSWER: False - field
POINTS: 1
REFERENCES: Introduction to Database Concepts

12. A relationship between two tables in a database is formed using a <u>Backstage</u> field. _____
ANSWER: False - common
POINTS: 1
REFERENCES: Introduction to Database Concepts

13. Each Access database may be as large as two <u>gigabytes</u> in size and may have up to 255 people using the database at the same time.

_____
ANSWER:	True
POINTS:	1
REFERENCES:	Introduction to Database Concepts

14. The default primary key for an Access database is the ID field. _____
ANSWER:	True
POINTS:	1
REFERENCES:	Introduction to Database Concepts

15. Field values that may be entered into a field are determined by the data type of the field. _____
ANSWER:	True
POINTS:	1
REFERENCES:	Creating a Table in Datasheet View

16. The query results are stored in the database in which the query has been created._____
ANSWER:	False - are not, aren't
POINTS:	1
REFERENCES:	Creating a Table in Datasheet View

17. A formatted printout (or screen display) of the contents of one or more tables or queries is a form. _____
ANSWER:	False - report
POINTS:	1
REFERENCES:	The CREATE Tab Options

18. It is possible to view all Access objects in the Navigation Pane. _____
ANSWER:	True
POINTS:	1
REFERENCES:	Viewing Objects in the Navigation Pane

19. The default sort order for records in an Access table is based on the values in the primary key field. _____
ANSWER:	True
POINTS:	1
REFERENCES:	Introduction to Database Concepts

20. Access report printing options may be changed using the Navigation dialog box. _____
ANSWER:	False - Print
POINTS:	1
REFERENCES:	Creating a Simple Report

21. Which Access 2016 view shows the contents of a table as a datasheet?
    a. Design view	b. Datasheet view

Access Module 01: Creating a Database

    c. Form view   d. Table view

ANSWER: b

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

22. Which button is used to open and close the Navigation Pane?
    a. Navigation Bar   b. Record
    c. Shutter Bar Open/Close   d. Table View

ANSWER: c

POINTS: 1

REFERENCES: Session 1.1 Visual Overview

23. To save a table in Access with a name that relates to the database (a name other than the Access default name), it is necessary to complete which process?
    a. save the table object   b. save the database
    c. save the record   d. save the field

ANSWER: a

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

24. Which Ribbon group allows you to add fields to an Access table with defined data types?
    a. Properties   b. Formatting
    c. Field Validation   d. Add & Delete

ANSWER: d

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

25. Each row in an Access table datasheet displays which of the following?
    a. a query   b. a record
    c. a field   d. a data type

ANSWER: b

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

26. Each column in an Access table datasheet represents a _____.
    a. query   b. record
    c. field   d. primary key

ANSWER: c

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

27. The specific content of a field is referred to as the _____.
    a. field content   b. field value
    c. table value   d. column value

Access Module 01: Creating a Database

ANSWER: b
POINTS: 1
REFERENCES: Introduction to Database Concepts

28. Which term identifies a field that appears in two separate tables and may be used to connect records in the separate tables?
    a. primary key field   b. field value
    c. foreign key field   d. common field
ANSWER: d
POINTS: 1
REFERENCES: Introduction to Database Concepts

29. What is the purpose of the primary key?
    a. to uniquely identify each record in a table
    b. to uniquely identify each table in a database
    c. to create a relationship between two tables in a database
    d. to create a relationship for queries in a database
ANSWER: a
POINTS: 1
REFERENCES: Introduction to Database Concepts

30. Data organized as a collection of tables creates this type of data system.
    a. database   b. database management system (DBMS)
    c. primary key system   d. relational database management system
ANSWER: d
POINTS: 1
REFERENCES: Introduction to Database Concepts

31. Which Access 2016 view contains commands used to manage Access files and options?
    a. Datasheet view   b. Design view
    c. Backstage view   d. Form view
ANSWER: c
POINTS: 1
REFERENCES: Starting Access and Creating a Database

32. How many characters may a field name in Access contain including numbers, letters, spaces, and special characters?
    a. 255   b. 36
    c. 64   d. 146
ANSWER: c
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

33. Another term used for the column selector feature is ____.
    a. row selector   b. record selector

    c. name selector   d. field selector
ANSWER: d
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

34. Which of the following terms describes the Access feature that allows a user to size a column in datasheet view so that the column is just wide enough to display the longest visible value in the column?
    a. wide fit   b. best fit
    c. column adjustment fit   d. trim fit
ANSWER: b
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

35. Clicking on the Close option from the Backstage view in Access 2016 performs which of the following tasks?
    a. closes the current database
    b. closes the current database and exits Access 2016
    c. closes only the current database object
    d. copies the current database and exits Access 2016
ANSWER: a
POINTS: 1
REFERENCES: Managing a Database

36. Which Access database object(s) might be used to enter, edit, and view records in a database?
    a. tables   b. forms
    c. reports   d. both a. and b.
ANSWER: b
POINTS: 1
REFERENCES: Creating a Simple Form

37. Which Access database object asks a question about the data stored in a database and displays specific fields and records that answer the question?
    a. form   b. table
    c. query   d. report
ANSWER: c
POINTS: 1
REFERENCES: Session 1.2 Visual Overview

38. Which Access feature provides information about Access commands and features and instructions about how to use them?
    a. Query Wizard   b. Access Help
    c. Form Wizard   d. Report Wizard
ANSWER: b
POINTS: 1
REFERENCES: The CREATE Tab Options

Access Module 01: Creating a Database

39. Which view is used to make design changes to a form while the form is displaying data?
     a. Design view   b. Table view
     c. Layout view   d. Datasheet view
ANSWER: c
POINTS: 1
REFERENCES: Creating a Simple Form

40. What function does compacting an Access database perform other than reducing the file size?
     a. sorting the database   b. querying the database
     c. saving the database   d. repairing the database
ANSWER: d
POINTS: 1
REFERENCES: Managing a Database

41. In a relational DBMS, a user may create a database structure that contains which of the following?
     a. data, fields, and table relationships   b. numbers, tables, and fields
     c. symbols, numbers, and tables   d. fields, tables, and table relationships
ANSWER: d
POINTS: 1
REFERENCES: Introduction to Database Concepts

42. Which of the following is the file extension used for Access 2016 database files?
     a. .mdb   b. .acdbs
     c. .accdb   d. .dbacc
ANSWER: c
POINTS: 1
REFERENCES: Starting Access and Creating a Database

43. Files created with Access 2016 may be used with which previous version of Access?
     a. Access 2010   b. Access 2000
     c. Access 2005   d. Access 2003
ANSWER: a
POINTS: 1
REFERENCES: Starting Access and Creating a Database

44. When working with Access in _____ Mode, the user may tap the buttons on the Ribbon and also tap to use other features of Access 2016.
     a. Write   b. Touch
     c. Tap   d. Tablet
ANSWER: b
POINTS: 1
REFERENCES: Starting Access and Creating a Database

Access Module 01: Creating a Database

45. When using a mouse while in an Access 2016 work session, access a shortcut menu for an object by performing this task.
    a. scroll the vertical scroll bar   b. scroll the horizontal scroll bar
    c. cllick on the Navigation Pane   d. right click
ANSWER: d
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

46. Experienced database developers avoid using spaces in field names and object names because names with spaces might cause errors if the objects are involved in ____.
    a. creating reports using Access   b. related databases
    c. programming tasks   d. queries
ANSWER: c
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

47. Which data type allows field values to contain letters, digits, and other characters?
    a. Short Text   b. AutoNumber
    c. Currency   d. Date/Time
ANSWER: a
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

48. Which two keys on the keyboard allow an Access user to move the insertion point to the next field to the right in datasheet view when entering data?
    a. Tab, Insert   b. Enter, PgDn
    c. Insert, PgUp   d. Tab, Enter
ANSWER: d
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

49. Which of the following attributes of a table are saved only when the table object is saved?
    a. records   b. field values
    c. characteristics of the fields   d. data records
ANSWER: c
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

50. When copying and pasting records from one table to another, the records must first be copied to the ____.
    a. database   b. query
    c. storage device   d. clipboard
ANSWER: d
POINTS: 1
REFERENCES: Copying Records from Another Access Database

Access Module 01: Creating a Database

51. Records in separate tables may be connected through a(n) _____ that appears in both tables.
ANSWER: common field
POINTS: 1
REFERENCES: Introduction to Database Concepts

52. A field in a second table that is the primary key in the first table is used to form a relationship between the two tables; the field in the second table is called a(n) _____.
ANSWER: foreign key
POINTS: 1
REFERENCES: Introduction to Database Concepts

53. All of the data in a relational database are contained in _____.
ANSWER: tables
POINTS: 1
REFERENCES: Introduction to Database Concepts

54. The default _____ provided by Access is the ID field.
ANSWER: primary key
POINTS: 1
REFERENCES: Introduction to Database Concepts

55. A table's contents are shown in rows and columns when using the _____ view.
ANSWER: Datasheet
POINTS: 1
REFERENCES: Creating a Table in Datasheet View

56. There are two ways to move vertically from one record to another in a table; use the vertical scroll bar or the _____.
ANSWER: navigation buttons
POINTS: 1
REFERENCES: Navigating a Datasheet

57. Clicking or tapping this navigation button ▸❘ moves the insertion point to the _____ in a table.
ANSWER: last record
POINTS: 1
REFERENCES: Navigating a Datasheet

58. Data can be presented in customized and useful ways different from tables and queries by using a Simple _____.
ANSWER: form
POINTS: 1
REFERENCES: Creating a Simple Form

59. Access reports are based on a selected _____ or _____.

Access Module 01: Creating a Database

ANSWER: table, query

POINTS: 1

REFERENCES: Creating a Simple Report

60. Use the _____ feature on the Ribbon to see how many pages are in a report based on the current layout.

ANSWER: Print Preview

POINTS: 1

REFERENCES: Creating a Simple Report

61. An important reference tool available in Access 2016, which may be used to assist a user with problems that might occur, is the _____ system.

ANSWER: Access Help

POINTS: 1

REFERENCES: Using Microsoft Access Help

62. The process of decreasing the file size of a database and enhancing the performance of the database is called _____ the database.

ANSWER: compacting

POINTS: 1

REFERENCES: Managing a Database

63. The _____ option is available to compact and repair a database file automatically every time the database is closed.

ANSWER: Compact on Close

POINTS: 1

REFERENCES: Managing a Database

64. What are the five primary functions of a Database Management System (DBMS)?

ANSWER: 1. A DBMS allows the creation of database structures containing fields, tables, and table relationships.
                2. A DBMS lets users easily add new records, change field values in existing records, and delete records.
                3. A DBMS contains a built-in query language, which lets you obtain immediate answers to the questions (or queries) you ask about your data.
                4. A DBMS contains a built-in report generator, which produces professional-looking, formatted reports from the data.
                5. A DBMS protects databases through security, control, and recovery facilities.

POINTS: 1

REFERENCES: Introduction to Database Concepts

TOPICS: Critical Thinking

65. Explain the difference between a primary key and a foreign key.

ANSWER: The primary key may consist of one or more fields whose values are used to uniquely identify each record in a table.

                If the same field used as the primary key in one table is also used as a field in another table, and that field is used to create a relationship between the two tables, that field is called a foreign key in the

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second table. The foreign key is not used to uniquely identify records in the second table.
POINTS: 1
REFERENCES: Introduction to Database Concepts
TOPICS: Critical Thinking

Identify the letter of the choice that best matches the phrase or definition.
a. field value

b. primary key

c. Backstage view

d. data type

e. Current Record Box

f. Create tab

g. query

h. Simple Query Wizard

i. Print Preview

j. File tab

REFERENCES: Introduction to Database Concepts
                        Starting Access and Creating a Database
                        Creating a Table in Datasheet View
                        Creating a Simple Query

66. The specific content of a field.
ANSWER: a
POINTS: 1

67. A field, or collection of fields, whose values are used to uniquely identify each record in a table.
ANSWER: b
POINTS: 1

68. The Access 2016 view that allows the user to manage files and options.
ANSWER: c
POINTS: 1

69. AutoNumber and Short Text are two examples of this Access feature which determines the values that may be entered in a field.
ANSWER: d
POINTS: 1

70. A status box that displays the number of the current record and the total number of records in a table.
ANSWER: e
POINTS: 1

71. The Access Ribbon tab that allows the user to create database objects such as tables, forms, and reports.
ANSWER: f
POINTS: 1

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72. A question that is asked about the data stored in a database.
ANSWER: g
POINTS: 1

73. An Access 2016 tool that allows the user to quickly add fields and records to display in query results.
ANSWER: h
POINTS: 1

74. The Access 2016 view that shows the number of pages that will be printed.
ANSWER: i
POINTS: 1

75. The Access Ribbon tab that offers the option for the user to compact and repair a database.
ANSWER: j
POINTS: 1