Skills for Success with Office 2013 Volume 1 **(Townsend et al.)**
Excel Chapter 1 Create Workbooks with Excel 2013

1) When Excel opens, a new blank _____ is displayed.
A) presentation
B) document
C) workbook
D) database
Answer: C
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

2) In a workbook, pages are referred to as _____.
A) subworkbooks
B) worksheets
C) pages
D) gridsheets
Answer: B
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

3) In Excel the term worksheet and _____ mean the same thing.
A) spreadsheet
B) datasheet
C) reference sheet
D) workbook
Answer: A
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

4) When identifying a cell as B5, you are using its _____.
A) worksheet address
B) grid address
C) workbook address
D) cell address
Answer: D
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

5) A cell that is outlined in green and has data typed in it is the _____ cell.
A) home
B) active
C) fill
D) selected
Answer: B
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

6) When a cell is active, its column and row headings are _____.
A) flashing
B) hidden
C) bolded
D) shaded
Answer: D
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

7) The bar, located below the Ribbon, that displays the active cell's content is the _____.
A) formula bar
B) name bar
C) data bar
D) display bar
Answer: A
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

8) The cell content shown in the formula bar is referred to as the _____ value.
A) displayed
B) actual
C) underlying
D) hidden
Answer: C
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

9) If content exists in cell B1, and a long text value is entered into cell A1, the A1 display is _____.
A) wrapped
B) truncated
C) hidden
D) deleted
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

10) Two or more adjacent cells in a worksheet are a(n) _____.
A) unit
B) group
C) range
D) array
Answer: C
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

11) Which cells are included in the notation A1:D1?
A) A1, B1, and C1
B) B1, C1, and D1
C) A1 and D1
D) A1, B1, C1, and D1
Answer: D
Diff: 3
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

12) Which symbol inserted between two cell addresses indicates a range?
A) colon
B) semi-colon
C) period
D) comma
Answer: A
Diff: 3
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

13) The Merge & Center button is in the _____ group on the Home tab.
A) Font
B) Alignment
C) Number
D) Cells
Answer: B
Diff: 1
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

14) When a range is selected, the name box displays the cell address of _____.
A) the first cell in the range
B) the last cell in the range
C) all cells in the range
D) none of the cells in the range
Answer: A
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

15) An underlying value that does mathematical calculations on numeric values in a worksheet is _____.
A) the Formula AutoComplete
B) a formula
C) a text value
D) a cell address
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

16) The _____ displays a list of functions that match the first letter typed.
A) Formula AutoComplete feature
B) edit feature
C) Quick Access Toolbar
D) formula bar
Answer: A
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

17) When a cell is part of an active function, it is _____.
A) surrounded by a solid border
B) highlighted
C) surrounded by a moving border
D) preceded by an Options button
Answer: C
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

18) Placing content in a cell can be done by pressing the Enter key or by clicking the _____.
A) Cancel button
B) Enter button
C) Esc key
D) column header
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

19) The symbol on the Enter button is a(n) _____.
A) right arrow
B) left arrow
C) x
D) checkmark
Answer: D
Diff: 1
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

20) When a formula is in an active cell, the underlying formula is visible in the _____.
A) Name Box
B) worksheet
C) formula bar
D) status bar
Answer: C
Diff: 2
Skill: Excel Chapter 1, Skill 4: Construct Multiplication and Division Formulas

21) Themed Cell Styles is an option in the _____.
A) Conditional Formatting gallery
B) Cell Styles gallery
C) Format gallery
D) Format as Table gallery
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 5: Adjust Column Widths and Apply Cell Styles

22) Which feature displays the formatting of the style moused over in the Cell Styles gallery on the selected cells in the worksheet?
A) Print Preview
B) Display Preview
C) Live Preview
D) Layout Preview
Answer: C
Diff: 3
Skill: Excel Chapter 1, Skill 5: Adjust Column Widths and Apply Cell Styles

23) Which is an example of an Excel function?
A) =D6 + D7 + D8
B) =D7/D20
C) =SUM(D6:D8)
D) =D5*100
Answer: C
Diff: 2
Skill: Excel Chapter 1, Skill 6: Insert the SUM Function

24) The _____ button inserts a function that sums selected cells.
A) AutoAdd
B) AutoSum
C) AutoCalculate
D) Fill
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 6: Insert the SUM Function

25) When no cells are selected and the AutoSum button is clicked, Excel first looks _____ the active cell for a suitable range to sum.
A) above
B) below
C) to the right of
D) to the left of
Answer: A
Diff: 2
Skill: Excel Chapter 1, Skill 6: Insert the SUM Function

26) Which cells are included in the sum calculated by the function =SUM(D5:G5)?
A) D5, E5, and F5
B) E5, F5, and G5
C) E5 and F5
D) D5, E5, F5, and G5
Answer: D
Diff: 3
Skill: Excel Chapter 1, Skill 6: Insert the SUM Function

27) Which term is used to refer to automatic adjustment of cell references in a copied formula?
A) associative cell reference
B) absolute cell reference
C) relative cell reference
D) positional cell reference
Answer: C
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

28) When a row is inserted into a worksheet, the _____ of the row above is applied to the inserted row.
A) text value
B) formatting
C) numeric value
D) formula
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

29) After the fill handle is used to copy cell content, the _____ button appears to the right of the selected cells.
A) Auto Fill Options
B) Fill Handle Options
C) Quick Copy Options
D) Quick Fill Options
Answer: A
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

30) Which is NOT an option in the Auto Fill Options menu?
A) Copy Cells
B) Fill Series
C) Paste Cells
D) Fill Format Only
Answer: C
Diff: 3
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

31) Select the _____ option from the Auto Fill Options menu to keep numeric values unchanged when using the fill handle.
A) Copy Cells
B) Fill Series
C) Fill Format Only
D) Fill Without Formatting
Answer: A
Diff: 3
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

32) Which number format adds commas where appropriate and displays two decimals?
A) Currency
B) Comma
C) General
D) Percentage
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

33) Number formats can be adjusted with options in the Styles and _____ groups on the Home tab.
A) Font
B) Number
C) Cells
D) Editing
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

34) Non-adjacent cells can be selected in a worksheet by holding down the _____ key.
A) Alt
B) Home
C) Ctrl
D) Shift
Answer: C
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

35) Pressing _____ makes A1 the active cell.
A) Home
B) Ctrl + Home
C) Ctrl + Left Arrow
D) Ctrl + Right Arrow
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

36) The _____ option in the Spelling dialog box inserts a word identified as misspelled into the Office dictionary.
A) AutoCorrect
B) Change
C) Change All
D) Add to Dictionary
Answer: D
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

37) Headers and footers are visible in the _____ view.
A) Normal
B) Page Layout
C) Page Break Preview
D) Full Screen
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

38) Options to insert a field (e.g., a filename) into a header or footer are in the _____ group of the Design contextual tab.
A) Header & Footer
B) Header & Footer Elements
C) Navigation
D) Options
Answer: B
Diff: 2
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

39) Placeholders for predefined headers and footers begin with _____.
A) &
B) #
C) @
D) $
Answer: A
Diff: 3
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

40) When the Center on page Horizontally option is checked on the Margins tab of the Page Setup dialog box, the worksheet cells with content are _____.
A) centered between the left and right margins
B) centered between the top and bottom margins
C) centered between the left and right edges of the printed page
D) centered between the top and bottom edges of the printed page
Answer: A
Diff: 3
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

41) When formulas are displayed in a worksheet, what happens?
A) Column width is increased.
B) Row height is increased.
C) Left and right margins are decreased.
D) Top and bottom margins are decreased.
Answer: A
Diff: 2
Skill: Excel Chapter 1, Skill 10: Display Formulas and Print Worksheets

42) Labels are text data values entered at the top of a column or the beginning of a row to clarify the data in the worksheet.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

43) In a worksheet, columns have numerical headings and rows have alphabetical headings.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

44) In a worksheet, pressing Enter after entering data in cell B5, makes cell C5 the active cell.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

45) Text values and number values are two types of data that can be entered in a worksheet's cell.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

46) Directional arrow keys can be used to move the active cell indicator in the direction of the arrow.
Answer: TRUE
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

47) The terms *displayed value* and *underlying value* are always synonymous.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

48) A long text value in a cell overlaps into the display of adjacent columns when the cells in the adjacent columns are empty.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

49) When a range is selected, a thick green line surrounds the range, and all cells except the first cell are shaded.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

50) Individual cells can be selected in a range of cells that have been merged.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

51) When the first entry in a cell is an equal sign, clicking another cell automatically enters that cell's address after the equal sign as part of the formula being created.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

52) If an error is made entering a formula, the Enter key can be pressed to remove the contents and start over.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

53) Using the Enter button to confirm a cell entry keeps that cell the active cell.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

54) Using the Enter key to confirm a cell entry makes the cell to the right the active cell.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

55) When content is being copied from one range of cells to another, all source cells need to be selected before the Copy button is clicked, and all destination cells need to be selected before the Paste button is clicked.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 4: Construct Multiplication and Division Formulas

56) Default row height and default column width CANNOT be altered by the user.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 5: Adjust Column Widths and Apply Cell Styles

57) Double -clicking on a cell displays the shortcut menu and Mini toolbar.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 5: Adjust Column Widths and Apply Cell Styles

58) When the numeric value in a cell changes, any formula or function in the worksheet containing that cell reference is automatically recalculated.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 6: Insert the SUM Function

59) The fill handle is used to copy content to adjacent cells.
Answer: TRUE
Diff: 3
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

60) The fill handle appears in all four corners of a selection.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

61) The fill handle can be used to copy content ONLY into adjacent columns.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

62) A row or column is inserted into a worksheet at the location of the selected cell or cells.
Answer: TRUE
Diff: 3
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

63) When a new row or column is inserted in a range of cells used in a function, the range in the function is not automatically adjusted to include that new row or column.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

64) The content of a cell can be edited in the worksheet by double-clicking the cell.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

65) The Increase Decimal and Decrease Decimal buttons actually add or remove decimal places to the underlying value in a cell.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

66) A word identified as misspelled in the Spelling dialog box may actually be spelled correctly.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

67) The Spelling dialog box does NOT suggest corrections for words identified as misspelled.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

68) When the header or the footer of a worksheet is active, the Header & Footer Tools Layout contextual tab appears on the Ribbon.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

69) In Normal View, headers and footers are displayed on the monitor.
Answer: FALSE
Diff: 2
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

70) Worksheet headers and footers are divided into three sections—left, middle, right.
Answer: TRUE
Diff: 3
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

71) Dotted page break lines appear in a worksheet after it is viewed in Print Preview.
Answer: TRUE
Diff: 3
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

72) Underlying formulas and functions can be displayed in a worksheet and printed.
Answer: TRUE
Diff: 2
Skill: Excel Chapter 1, Skill 10: Display Formulas and Print Worksheets

73) Clarify data in a row or column by typing a(n) _____ at the beginning of the row or column.
Answer: label
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

74) In a worksheet the intersection of a column and row is a(n) _____.
Answer: cell
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

75) What is the address of the cell where the third column and fourth row intersect?
Answer: C4
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

76) What is the address of the cell in the upper leftmost corner of a worksheet?
Answer: A1
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

77) If the Tab key is pressed when B7 is the active cell, _____ will become the active cell.
Answer: C7
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

78) Text values are aligned at the _____ cell edge.
Answer: left
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

79) Number values are aligned at the _____ cell edge.
Answer: right
Diff: 1
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

80) Pressing Ctrl + Home keys makes _____ the active cell.
Answer: A1
Diff: 2
Skill: Excel Chapter 1, Skill 1: Create and Save Workbooks

81) The _____ bar can be used to enter and edit content.
Answer: formula
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

82) The data visible in the worksheet is the _____ value.
Answer: displayed
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

83) The cell reference of an active cell is displayed, to the left of the formula bar, in the
_____.
Answer: name box
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

84) A formula in a worksheet begins with a(n) _____.
Answer: equal sign
Diff: 1
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

85) A symbol for an operation—like a + for addition or a - for subtraction—is a(n) _____.
Answer: arithmetic operator
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

86) When a formula has a cell reference, the _____ value of the cell is used in the formula calculation.
Answer: displayed
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

87) Formula AutoComplete displays a list of _____ names.
Answer: function
Diff: 2
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

88) The symbol on the Cancel button is a(n) _____.
Answer: x
Diff: 1
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

89) The _____ key performs the same function that the Cancel button does.
Answer: Esc
Diff: 3
Skill: Excel Chapter 1, Skill 3: Construct Addition and Subtraction Formulas

90) The Copy button is in the _____ group of the Home tab.
Answer: Clipboard
Diff: 1
Skill: Excel Chapter 1, Skill 4: Construct Multiplication and Division Formulas

91) In an Excel formula, a(n) _____ is the arithmetic operator for multiplication.
Answer: asterisk
Diff: 1
Skill: Excel Chapter 1, Skill 4: Construct Multiplication and Division Formulas

92) Row height and column width can be adjusted by clicking the _____ button on the Home tab.
Answer: Format
Diff: 1
Skill: Excel Chapter 1, Skill 5: Adjust Column Widths and Apply Cell Styles

93) The letter D in the cell address D5 refers to _____.
Answer: column heading
Diff: 2
Skill: Excel Chapter 1, Skill 5: Adjust Column Widths and Apply Cell Styles

94) The _____ button can be used to combine a selected row of cells into a single cell that spans multiple columns.
Answer: Merge & Center
Diff: 2
Skill: Excel Chapter 1, Skill 5: Adjust Column Widths and Apply Cell Styles

95) A prewritten Excel formula that uses values, performs arithmetic operations, and returns a value is a(n) _____.
Answer: function
Diff: 2
Skill: Excel Chapter 1, Skill 6: Insert the SUM Function

96) If the numeric values in cells B1:B9 are selected, and row 10 is empty when the AutoSum button is clicked, the sum of the range (B1:B9) appears in cell _____.
Answer: B10
Diff: 3
Skill: Excel Chapter 1, Skill 6: Insert the SUM Function

97) If cell B7 includes the formula =B5 + B6, and the fill handle is used to copy the formula to cell C7, what is the underlying formula in cell C7?
Answer: =C5 + C6
Diff: 3
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

98) When numeric values are copied with the fill handle, and the _____ option is selected in the Auto Fill Options menu, the numeric values are increased by one.
Answer: Fill Series
Diff: 3
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

99) The Increase Decimal button and the Decrease Decimal button are in the _____ group on the Home tab.
Answer: Number
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

100) The _____ number format multiplies the displayed number format of the cell by 100.
Answer: Percent
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

101) Before the Spelling button is clicked, it is useful to make _____ the active cell.
Answer: A1
Diff: 2
Skill: Excel Chapter 1, Skill 8: Format, Edit, and Check Spelling

102) The Header & Footer button is in the Text group on the _____ tab.
Answer: Insert
Diff: 1
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

103) In Normal View, clicking the Header & Footer button changes the worksheet view to _____.
Answer: Page Layout
Diff: 2
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

104) When a predefined header or footer is inserted into a worksheet, a(n) _____ is used to provide instructions for printing.
Answer: placeholder
Diff: 2
Skill: Excel Chapter 1, Skill 9: Insert Footers and Adjust Page Settings

105) The dimensions of a printed worksheet can be adjusted with _____ so that the worksheet prints on a specified number of pages.
Answer: scaling
Diff: 2
Skill: Excel Chapter 1, Skill 10: Display Formulas and Print Worksheets

Match the worksheet term with its corresponding meaning.

A) Data displayed in the formula bar
B) Data displayed in a worksheet cell
C) Two or more adjacent cells in a worksheet
D) Feature that displays a portion of text content in a cell
E) Area that displays active cell reference

106) Displayed value
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

107) Underlying value
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

108) Range
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

109) Name Box
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

110) Truncate
Diff: 2
Skill: Excel Chapter 1, Skill 2: Enter Data and Merge and Center Titles

Answers: 106) B 107) A 108) C 109) E 110) D

Match the worksheet feature with its action.

A) Automatic adjustment of cell references in formulas or functions that are copied
B) Auto Fill Option that copies numeric content without incrementing values
C) Small green square in lower right corner of selection
D) Auto Fill Option that automatically increments, by one, copied numeric values

111) Fill handle
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

112) Copy Cells
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

113) Fill Series
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

114) Relative cell reference
Diff: 2
Skill: Excel Chapter 1, Skill 7: AutoFill Formulas and Data

Answers: 111) C 112) B 113) D 114) A

Skills for Success with Office 2013 Volume 1 **(Townsend et al.)**
PowerPoint Chapter 1 Getting Started with PowerPoint 2013

1) _____ are miniature images of the presentation slides.
A) Scroll boxes
B) Thumbnails
C) ScreenTips
D) Templates
Answer: B
Diff: 1
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

2) Use _____ to increase the list level of a bullet point.
A) Enter
B) [Ctrl] + [Alt]
C) Tab
D) [Shift] + [Tab]
Answer: C
Diff: 2
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

3) _____ are a set of characters with the same design and shape.
A) Letters
B) Fonts
C) Graphics
D) Markers
Answer: B
Diff: 1
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

4) The _____ pane provides an option for hearing how a word is pronounced.
A) Spelling
B) Left
C) Slide
D) Right
Answer: A
Diff: 3
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

5) The _____ gallery contains several content layouts you can apply to a slide.
A) Themes
B) Chart
C) Layout
D) Shapes
Answer: C
Diff: 1
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

6) The _____ tab displays when you have an image selected.
A) Picture Tools
B) Table Tools
C) Chart Tools
D) SmartArt Tools
Answer: A
Diff: 1
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

7) Using _____ enables the user to select a group of non-continuous slides.
A) [Alt]
B) [Ctrl]
C) [Ctrl] + [Shift]
D) [Shift]
Answer: B
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

8) Slide _____ are motion effects that occur in a slide show as you move from one slide to
the next.
A) options
B) animations
C) transitions
D) effects
Answer: C
Diff: 1
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

9) From the Start screen you can _____ .
A) delete a presentation
B) insert a table
C) view a list of recently opened presentations
D) rearrange slides
Answer: C
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

10) You can choose a template for a new presentation from the _____ .
A) Start screen
B) Slide pane
C) Lock screen
D) Ribbon
Answer: A
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

11) Which of the following is NOT displayed on the status bar?
A) Comments button
B) Fit slide to current window button
C) Link to open other presentations
D) Zoom level
Answer: C
Diff: 3
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

12) Bullet _____ are individual lines of bullet text on a slide.
A) points
B) details
C) levels
D) records
Answer: A
Diff: 1
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

13) A(n) _____ is a hierarchy of bullets and sub-bullets.
A) alphabetic level
B) list level
C) chronological list
D) detail list
Answer: B
Diff: 1
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

14) In the Replace dialog box, the _____ box is where you enter the replacement text.
A) Replace with
B) Locate text
C) Edit text
D) Find what
Answer: A
Diff: 2
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

15) A font is measured in _____.
A) centimeters
B) leading
C) serifs
D) points
Answer: D
Diff: 2
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

16) The _____ button center aligns text within a placeholder.
A) Justify
B) Align Left
C) Center
D) Align Right
Answer: C
Diff: 3
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

17) Font _____ and effects emphasize text and include bold, italic, underline, shadow, and outline.
A) styles
B) face
C) pitch
D) lists
Answer: A
Diff: 2
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

18) The thesaurus is a research tool that provides a list of _____.
A) homonyms
B) synonyms
C) antonyms
D) acronyms
Answer: B
Diff: 2
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

19) You can correct spelling errors using the _____ or the spell check feature.
A) shortcut menu
B) index pane
C) Mini toolbar
D) Research dialog box
Answer: A
Diff: 3
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

20) A slide's _____ is the arrangement of the text and graphic elements or placeholders on that slide.
A) layout
B) theme
C) style
D) outline
Answer: A
Diff: 2
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

21) The _____ gallery is a visual representation of several content layouts that can be applied to a slide.
A) Design
B) Transition
C) Animation
D) Layout
Answer: D
Diff: 2
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

22) _____ is NOT a slide layout.
A) Two Content
B) Title and Content
C) Graphic
D) Blank
Answer: C
Diff: 3
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

23) Which of the following is a graphic file extension?
A) .ppt
B) .png
C) .txt
D) .docx
Answer: B
Diff: 3
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

24) Sizing handles are _____ surrounding a selected object that can be used to adjust its size.
A) squares or circles
B) circles or triangles
C) arrows or squares
D) triangles or arrows
Answer: A
Diff: 2
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

25) Which view allows you to apply formatting to multiple slides?
A) Zoom
B) Normal
C) Reading
D) Slide Sorter
Answer: D
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

26) When a slide is selected in Slide Sorter view, a(n) _____ surrounds the slide, indicating it is selected.
A) dashed line
B) outline
C) dotted line
D) circle
Answer: B
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

27) A _____ displays at the end of the slide show to indicate that the presentation is over.
A) black slide
B) conclusion slide
C) white slide
D) summary slide
Answer: A
Diff: 2
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

28) Slide _____ are printed images of slides on a sheet of paper.
A) screenshots
B) handouts
C) notes pages
D) outlines
Answer: B
Diff: 2
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

29) In the Header and Footer dialog box, a slide _____ appears on each slide if the option is selected.
A) outline
B) summary
C) table
D) number
Answer: D
Diff: 2
Skill: PowerPoint Chapter 1, Skill 9: Insert Headers and Footers and Print Handouts

30) The Notes pane is an area of the _____ View window used to type notes that can be printed below an image of the slide.
A) Slide Sorter
B) Reading
C) Normal
D) Slide Show
Answer: C
Diff: 2
Skill: PowerPoint Chapter 1, Skill 10: Add Notes Pages and Use Presenter View

31) The Start screen allows you to open an existing presentation.
Answer: TRUE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

32) Pressing Enter at the end of a bullet point adds a new bullet at the next list level.
Answer: FALSE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

33) Live Preview lets you see a font style or effect before it is applied.
Answer: TRUE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

34) PowerPoint does NOT give you an option to add words to the dictionary.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

35) You can set the layout when you insert a slide using the New Slide button.
Answer: TRUE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

36) Perspective Shadow, White is a picture style.
Answer: TRUE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

37) Slide Sorter view can be used to reorganize a presentation.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

38) If you have a conservative audience, it is best to select transitions from the Dynamic Content group.
Answer: FALSE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

39) A footer displaying on slides automatically displays on handouts as well.
Answer: FALSE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 9: Insert Headers and Footers and Print Handouts

40) A slide can contain text, pictures, tables, charts, and other multimedia or graphic objects.
Answer: TRUE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

41) A ScreenTip displays the slide number and the number of slides in the presentation.
Answer: FALSE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

42) Right-click a slide thumbnail to display it in the Slide pane.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

43) The right side of the PowerPoint window displays Next Slide and Previous Slide buttons.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

44) The dotted border of placeholders is visible at all times.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

45) The Edit command allows you to change multiple occurrences of the same text in a presentation.
Answer: FALSE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

46) In the Replace dialog box, the Find what box is where you type the text you want to replace the previous text.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

47) A solid border around a placeholder indicates that the entire placeholder and all of its contents are selected.
Answer: TRUE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

48) You can use the Ribbon, the status bar, or the Font dialog box to apply font styles and effects.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

49) Justify is an example of text alignment.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

50) A word with a green wavy underline indicates a spelling error.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

51) The Spelling pane checks the spelling of an entire presentation.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

52) The dictionary is a research tool that provides a list of words with the same meaning.
Answer: FALSE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

53) When the upper half of the New Slide button is clicked, a new slide is inserted with the same layout as the previous slide.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

54) The New Slide button is divided into three parts.
Answer: FALSE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

55) The number of slide layouts is NOT the same for each slide design.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

56) You can resize an image proportionally by using the middle sizing handle.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

57) .rtf is an example of a graphic file extension.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

58) The Picture Tools contextual tab displays only when an image is selected.
Answer: TRUE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

59) Slide Sorter view displays all the slides in a presentation as thumbnails.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

60) On a touch screen device, you can touch one time with your fingertip to select a slide.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

61) A wavy border surrounds a selected slide in Slide Sorter view.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

62) During a presentation, you CANNOT control the speed with which slides advance.
Answer: FALSE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

63) Slide transition groups include Subtle, Exciting, and Dynamic Content.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

64) When a presentation is viewed as a slide show, the entire slide fills the screen.
Answer: TRUE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

65) A footer is text that prints at the top of each page of slide handouts.
Answer: FALSE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 9: Insert Headers and Footers and Print Handouts

66) Transparent is NOT an option in which slides may display when printed.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 9: Insert Headers and Footers and Print Handouts

67) Users can add headers to slides but NOT to handouts.
Answer: FALSE
Diff: 3
Skill: PowerPoint Chapter 1, Skill 9: Insert Headers and Footers and Print Handouts

68) You CANNOT read notes on the screen.
Answer: FALSE
Diff: 1
Skill: PowerPoint Chapter 1, Skill 10: Add Notes Pages and Use Presenter View

69) Presenter view requires only one monitor.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 10: Add Notes Pages and Use Presenter View

70) Presenter view displays the slide, speaker notes, and a thumbnail of the next slide.
Answer: TRUE
Diff: 2
Skill: PowerPoint Chapter 1, Skill 10: Add Notes Pages and Use Presenter View

71) The _____ displays when you start PowerPoint 2013.
Answer: Start screen
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

72) A(n) _____ is an individual page in a presentation.
Answer: slide
Diff: 1
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

73) _____ are part of the slide layout that hold text or objects.
Answer: Placeholders
Diff: 2
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

74) Bullet points are organized in a hierarchy similar to a(n) _____.
Answer: outline
Diff: 2
Skill: PowerPoint Chapter 1, Skill 2: Edit and Replace Text

75) A(n) _____ is measured in points.
Answer: font
Diff: 2
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

76) With _____, lowercase characters are capitalized but are smaller than characters typed as capital letters.
Answer: small caps
Diff: 2
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

77) _____ are squares or circles surrounding a selected object that can be used to adjust its size.
Answer: Sizing handles
Diff: 2
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

78) Select a group of sequential slides using _____.
Answer: Shift
Diff: 3
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

79) _____ are miniature images of the presentation slides.
Answer: Thumbnails
Diff: 1
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

80) The _____ indicates the displayed slide number and the number of slides in the presentation.
Answer: status bar
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

81) The _____ indicates the relative location in the presentation of the slide being viewed.
Answer: vertical scroll bar
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

82) In _____ view, the PowerPoint window is divided into two areas—the Slide pane and the left pane.
Answer: Normal
Diff: 1
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

83) A set of characters with the same design and shape is a(n) _____.
Answer: font
Diff: 2
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

84) Text _____ is the placement of text within a placeholder.
Answer: alignment
Diff: 1
Skill: PowerPoint Chapter 1, Skill 3: Format Slide Text

85) Words with the same meaning are called _____.
Answer: synonyms
Diff: 1
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

86) Names such as Paris, Sharon, or Microsoft, also known as _____ names, are sometimes flagged as misspelled, even though they are spelled correctly.
Answer: proper
Diff: 3
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

87) Words marked with a(n) _____ wavy underline are misspelled.
Answer: red
Diff: 2
Skill: PowerPoint Chapter 1, Skill 4: Check Spelling and Use the Thesaurus

88) PowerPoint includes several predefined _____ used to arrange slide elements.
Answer: layouts
Diff: 2
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

89) The keyboard shortcut _____ inserts a new slide into a presentation.
Answer: [Ctrl] + [M]
Diff: 3
Skill: PowerPoint Chapter 1, Skill 5: Insert Slides and Modify Slide Layouts

90) Pointing to a(n) _____ sizing handle displays a horizontal resize pointer.
Answer: square
Diff: 3
Skill: PowerPoint Chapter 1, Skill 6: Insert and Format Pictures

91) _____ a slide thumbnail to rearrange its position in Slide Sorter view.
Answer: Drag
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

92) To return to Normal view, _____-click a slide in Slide Sorter view.
Answer: double
Diff: 2
Skill: PowerPoint Chapter 1, Skill 7: Organize Slides in Slide Sorter View

93) Slide _____ are organized as Subtle, Exciting, and Dynamic Content.
Answer: transitions
Diff: 2
Skill: PowerPoint Chapter 1, Skill 8: Apply Slide Transitions and View Slide Shows

94) The Snipping Tool is an application used to create screenshots called _____.
Answer: snips
Diff: 1
Skill: PowerPoint Chapter 1, Skill 9: Insert Headers and Footers and Print Handouts

95) The lower half of Notes pages for any slides that do not contain notes remains _____.
Answer: blank
Diff: 2
Skill: PowerPoint Chapter 1, Skill 10: Add Notes Pages and Use Presenter View

Match each definition with the appropriate term.

A) Outline view
B) Slide thumbnails
C) Recently opened presentations
D) Tabs
E) Notes pane
F) Lock screen
G) Title bar
H) Mini toolbar
I) Status bar
J) Vertical scroll bar

96) Located on the Ribbon
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

97) Located on the right side of the PowerPoint window
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

98) Located at the bottom of the PowerPoint window
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

99) Located at the left side of the PowerPoint window
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

100) Located on the PowerPoint Start screen
Diff: 2
Skill: PowerPoint Chapter 1, Skill 1: Open, View, and Save Presentations

Answers: 96) D 97) J 98) I 99) B 100) C

1) A new paragraph can be created in a document by pressing the _____ key.
A) Home
B) End
C) Insert
D) Enter
Answer: D
Diff: 1
Skill: Word Chapter 1, Skill 1: Type Letter Text

2) Clicking the Show/Hide button on the Home tab of the Ribbon displays _____.
A) Clipboard content
B) formatting marks
C) headers and footers
D) styles applied to the document
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 1: Type Letter Text

3) Wavy red and green lines that appear below segments of text indicate _____.
A) a style change from previous text
B) the start of a new paragraph
C) flagged errors
D) presence of formatting marks
Answer: C
Diff: 2
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

4) Pressing Ctrl + Home moves the insertion point to _____.
A) the beginning of the current line
B) the beginning of the document
C) the end of the current line
D) the end of the document
Answer: B
Diff: 1
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

5) Pressing Ctrl + S is the keyboard alternative to clicking the _____ button.
A) Show/Hide
B) Split Window
C) Save
D) Switch Window
Answer: C
Diff: 1
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

6) Normal and No Spacing are prebuilt collections of formatting settings that can be applied to text by selecting them from the _____ group on the Home tab.
A) Styles
B) Font
C) Paragraph
D) Editing
Answer: A
Diff: 1
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

7) Errors flagged by the Spelling and Grammar checker can be customized in the _____ section of the Word Options dialog box.
A) General
B) Display
C) Advanced
D) Proofing
Answer: D
Diff: 3
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

8) When a word in a document is selected and moused over, the transparent _____ tool bar, which displays common formatting options, appears.
A) Mini
B) Layout
C) Quick Access
D) Font
Answer: A
Diff: 3
Skill: Word Chapter 1, Skill 3: Select and Insert Text

9) Click the _____ to remove the most recent formatting setting applied to a section of the document or to the entire document.
A) Normal style option
B) Show /Hide button
C) Undo button
D) Redo button
Answer: C
Diff: 2
Skill: Word Chapter 1, Skill 3: Select and Insert Text

10) The Select All feature used to highlight all the text in a document appears on the Home tab in the _____ group.
A) Font
B) Paragraph
C) Styles
D) Editing
Answer: D
Diff: 1
Skill: Word Chapter 1, Skill 3: Select and Insert Text

11) A manual page break can be inserted into a document by clicking _____ and then Page in the Page Layout tab.
A) Orientation
B) Breaks
C) Margins
D) Spacing
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 4: Copy, Cut, and Paste Text

12) Click the _____ button, in the Clipboard group, on the Home tab to insert a copy of the text or object stored in the Clipboard.
A) Show/Hide
B) Replace
C) Paste
D) Format Painter
Answer: C
Diff: 1
Skill: Word Chapter 1, Skill 4: Copy, Cut, and Paste Text

13) Definitions are displayed in the _____ to help the user decide which suggested word is the correct replacement for a flagged error.
A) Spelling pane
B) Grammar pane
C) shortcut menu
D) Margin
Answer: A
Diff: 2
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

14) During document proofreading, the suggestion to insert an apostrophe to indicate possessive use would appear in the _____.
A) Spelling pane
B) Grammar pane
C) Margin
D) Proofing pane
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

15) The Recheck Document button, which resets the Spelling and Grammar checker to flag previously ignored errors, is located in the _____.
A) Navigation pane
B) Proofing group of the Review tab
C) Tracking group of the Review tab
D) Word Options dialog box
Answer: D
Diff: 3
Skill: Word Chapter 1, Skill 6: Check Writing Style and Insert Synonyms

16) The _____ lists words that have a meaning the same as or similar to that of the word being looked up.
A) Spelling pane
B) Grammar pane
C) Thesaurus
D) shortcut menu
Answer: C
Diff: 2
Skill: Word Chapter 1, Skill 6: Check Writing Style and Insert Synonyms

17) If a document has several topics, and the first topic heading is set in 15-point bold Cambria type, the _____ button(s) can be used to apply those settings to all of the other topic headings.
A) Copy and Paste
B) Cut and Paste
C) Format Painter
D) Text Effects
Answer: C
Diff: 3
Skill: Word Chapter 1, Skill 7: Use Format Painter

18) To apply a group of formatting settings to multiple nonconsecutive sections of text in a document, _____ the Format Painter button.
A) single-click
B) double-click
C) triple-click
D) right-click
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

19) The Format Painter is located in the _____ group on the Home tab.
A) Styles
B) Paragraph
C) Editing
D) Clipboard
Answer: D
Diff: 1
Skill: Word Chapter 1, Skill 7: Use Format Painter

20) Which formatting option is used to apply a set of decorative features to characters?
A) Text Effects
B) Highlight Color
C) Font Color
D) Font
Answer: A
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

21) Which formatting option is used to shade the background of characters?
A) Font Color
B) Highlight Color
C) Font
D) Bold
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

22) The flagging of an uncommon last name as a spelling error can be stopped by opening the shortcut menu on the first occurrence of the name and selecting _____.
A) Ignore
B) Ignore All
C) AutoCorrect
D) Spelling
Answer: B
Diff: 3
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

23) EXCEPT for _____, all of the following are a text effect in the Font dialog box.
A) Small caps
B) All caps
C) Hidden
D) Outline
Answer: D
Diff: 1
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

24) The option for adjusting character spacing is on the Advanced tab of the _____ dialog box.
A) Clipboard
B) Font
C) Paragraph
D) Styles
Answer: B
Diff: 3
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

25) Font size and between-character spacing is measured in _____.
A) inches
B) centimeters
C) millimeters
D) points
Answer: D
Diff: 2
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

26) One inch equals _____ points.
A) 25
B) 47
C) 72
D) 100
Answer: C
Diff: 2
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

27) Which is NOT a feature of the Save As page?
A) Choosing a storage location
B) Choosing a folder
C) Publishing the document as a blog
D) Naming the file
Answer: C
Diff: 3
Skill: Word Chapter 1, Skill 1: Type Letter Text

28) Dialog boxes are launched from _____.
A) the Quick Access toolbar.
B) their Ribbon group.
C) a shortcut menu that appears when a Ribbon group is right-clicked
D) the Mini toolbar
Answer: B
Diff: 3
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

29) Adobe Acrobat can be used to view Word files if they are saved with file extension

_____.
A) .doc
B) .docx
C) .pdf
D) .html
Answer: C
Diff: 3
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

30) One or more pages can be viewed without scrolling by _____.
A) adjusting the zoom level
B) changing the settings in the Print/Print Preview dialog box
C) changing the settings in the Word Options dialog box
D) doing nothing (the program automatically adjusts page views)
Answer: A
Diff: 3
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

31) The option for adjust zoom level, which is used to view multiple pages of a document, is
located in the _____ tab of the Ribbon.
A) Home
B) Page Layout
C) Review
D) View
Answer: D
Diff: 1
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

32) The term _____ refers to highlighting text by double-clicking, triple-clicking, or clicking
and dragging so that the highlighted content can be edited.
A) pointing
B) selecting
C) marking
D) choosing
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 3: Select and Insert Text

33) Expanding or stretching text is an option located on the Advanced tab of the _____ dialog box.
A) Paragraph
B) Clipboard
C) Font
D) Styles
Answer: C
Diff: 3
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

34) The area that is reserved for text, graphics, and fields and that by default displays at the bottom of each page in a document is the _____.
A) header
B) footer
C) endnote
D) footnote
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 9: Create Document Footers

35) The Header and Footer buttons are located on the _____ tab.
A) Home
B) Insert
C) Review
D) View
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 9: Create Document Footers

36) A tab that appears on the right side of the Ribbon only when certain objects are selected or when the insertion point is in a specific area of the document (e.g., header, footer) is called a(n) _____ tab.
A) options
B) formatting
C) content
D) contextual
Answer: D
Diff: 3
Skill: Word Chapter 1, Skill 9: Create Document Footers

37) When the insertion point is in the footer, a Header & Footer Tools _____ contextual tab appears on the right side of the ribbon.
A) Design
B) Format
C) Layout
D) Edit
Answer: A
Diff: 3
Skill: Word Chapter 1, Skill 9: Create Document Footers

38) A selected field is shaded in _____.
A) blue
B) black
C) gray
D) red
Answer: C
Diff: 3
Skill: Word Chapter 1, Skill 9: Create Document Footers

39) Which of these would NOT be flagged as a spelling error?
A) jane
B) Giardino
C) Im
D) an incorrect verb form
Answer: D
Diff: 2
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

40) With formatting marks hidden, it is easier to see _____.
A) how the document will appear when printed
B) where paragraphs begin and end in the document
C) the spacing between words in the document
D) where section breaks appear in the document
Answer: A
Diff: 2
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

41) A zoom level of 52% usually displays _____ page(s).
A) one
B) two
C) three
D) four
Answer: B
Diff: 3
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

42) EXCEPT for _____, all of the following are formatting marks.
A) paragraphs
B) spaces
C) tabs
D) line spacing
Answer: D
Diff: 2
Skill: Word Chapter 1, Skill 1: Type Letter Text

43) When a new document is being saved for the first time, the Save icon is clicked, and
_____.
A) the document is given a default file name and is auto-saved in a default location
B) the Save As dialog box opens
C) an error message appears and indicates that an incorrect choice was made
D) Word closes the document without saving (the user never saved and named the document)
Answer: B
Diff: 1
Skill: Word Chapter 1, Skill 1: Type Letter Text

44) In the Save As dialog box, the user specifies all these EXCEPT the _____.
A) location for storing the document
B) orientation of the document
C) folder in which to store the document
D) file name for the document
Answer: B
Diff: 2
Skill: Word Chapter 1, Skill 1: Type Letter Text

45) A word repetition—two identical words in a row—is _____.
A) flagged as a spelling error
B) flagged as a grammar error
C) not considered an error and not flagged
D) indicated by a Mini toolbar
Answer: A
Diff: 1
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

46) The formatting marks in a document NEVER print.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 1: Type Letter Text

47) A single paragraph can be selected by triple-clicking in the paragraph.
Answer: TRUE
Diff: 1
Skill: Word Chapter 1, Skill 3: Select and Insert Text

48) When a word is selected with a double-click and deleted, both the word and the space after it are deleted.
Answer: TRUE
Diff: 3
Skill: Word Chapter 1, Skill 3: Select and Insert Text

49) Paste options are displayed by clicking the Paste arrow.
Answer: TRUE
Diff: 3
Skill: Word Chapter 1, Skill 4: Copy, Cut, and Paste Text

50) Typing while text is selected inserts the typed text above the selected content.
Answer: FALSE
Diff: 3
Skill: Word Chapter 1, Skill 3: Select and Insert Text

51) Text formatting helps organize a document visually without detracting from the meaning.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

52) Before the Format Painter button is clicked, the insertion point needs to be on the text formatted with the settings that are to be applied to other text in the document.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

53) The Format Painter button behaves NO differently on being single-clicked versus double-clicked.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

54) Dialog boxes often contain content not on the Ribbon.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

55) Before paragraph formatting is applied to a single paragraph, the ENTIRE paragraph must be selected.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 3: Select and Insert Text

56) The Undo button is located on the Home tab of the Ribbon.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 3: Select and Insert Text

57) Press the Esc key to hide the Paste Options button, which appears after content is pasted from the Clipboard.
Answer: TRUE
Diff: 3
Skill: Word Chapter 1, Skill 4: Copy, Cut, and Paste Text

58) In some cases, the message indicating completion of the Spelling and Grammar check does not appear, and typing errors might still exist in the document.
Answer: TRUE
Diff: 3
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

59) A single-click the Format Painter button is all that is needed to apply a group of formatting settings from one paragraph to another.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

60) Regarding flagged errors, use of the passive voice is identified as a grammar error.
Answer: TRUE
Diff: 3
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

61) Regarding flagged errors, a word used where the possessive form of the word should have been used is identified as a spelling error.
Answer: FALSE
Diff: 3
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

62) Consistency is one advantage of using a style provided by Word, as opposed to applying individual formatting to multiple sections of text.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

63) It is a good idea to run the Spelling and Grammar checker after all text in a document is typed.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

64) Even though it is not required, it is a good idea to start the Spelling and Grammar checker with the insertion point at the end of the document.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

65) Text can be deselected by pressing the Esc key.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 3: Select and Insert Text

66) The Text Effects options in the Font group of the Home tab are identical to the Effects options in the Font tab of the Font dialog box.
Answer: FALSE
Diff: 3
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

67) Files with the .docx extension appear in the Publish as PDF or XPS dialog box.
Answer: FALSE
Diff: 3
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

68) An advantage of publishing a Word document as a PDF document is that users who do not have Word can open and read the PDF document.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

69) The Format Painter uses the Clipboard to temporarily hold the group of formatting settings being applying to sections of the document.
Answer: FALSE
Diff: 3
Skill: Word Chapter 1, Skill 4: Copy, Cut, and Paste Text

70) The user who is closing a document and wants it to later reopen as it currently appears should click Save when prompted to save changes.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

71) An organization's letterhead is formatted the same as the text in the body of the document.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 8: Apply Advanced Font Settings

72) Word provides built-in headers and footers but also allows them to be customized.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 9: Create Document Footers

73) The document header can be made active by single-clicking in the header area.
Answer: FALSE
Diff: 1
Skill: Word Chapter 1, Skill 9: Create Document Footers

74) The document text and the footer text can be active at the same time.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 9: Create Document Footers

75) The result of typing a name, pressing the Enter key twice, and typing the date is the name on one line, the date on one line, and two blank lines in between.
Answer: FALSE
Diff: 1
Skill: Word Chapter 1, Skill 1: Type Letter Text

76) A document can be closed by clicking the Close icon in its Thumbnail on the taskbar.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 4: Copy, Cut, and Paste Text

77) Words that the user adds to the custom dictionary in one document are flagged as errors in documents created later.
Answer: FALSE
Diff: 2
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

78) Additional dictionaries, accessed through the user's Microsoft account, can be useful aids in proofreading.
Answer: TRUE
Diff: 2
Skill: Word Chapter 1, Skill 5: Check Spelling and Grammar

79) In a document, flagged errors are identified by red and green exclamation points.
Answer: FALSE
Diff: 1
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

80) The spacing between letter elements in a document is specified by style rules.
Answer: TRUE
Diff: 3
Skill: Word Chapter 1, Skill 3: Select and Insert Text

81) The _____ format option applies extra thickness to characters to emphasize text.
Answer: bold
Diff: 1
Skill: Word Chapter 1, Skill 7: Use Format Painter

82) The _____ style is the default style for a new Word document.
Answer: Normal
Diff: 2
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

83) A button that turns a feature both on and off is called a(n) _____ button.
Answer: toggle
Diff: 1
Skill: Word Chapter 1, Skill 1: Type Letter Text

84) Color is applied to the characters in a document with the _____ format option.
Answer: Font color
Diff: 1
Skill: Word Chapter 1, Skill 7: Use Format Painter

85) Triple-clicking on a section of text selects the _____.
Answer: paragraph
Diff: 2
Skill: Word Chapter 1, Skill 3: Select and Insert Text

86) A Home tab feature that copies a group of formatting settings from one section of text and applies it to other sections of text in the same document is the _____.
Answer: Format Painter
Diff: 2
Skill: Word Chapter 1, Skill 7: Use Format Painter

87) The file extension on a PDF document is _____.
Answer: .pdf
Diff: 1
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

88) A document that can be read by Adobe Acrobat instead of Word is a(n) _____.
Answer: PDF document
Diff: 2
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

89) The content affected by the Copy and Cut buttons is temporarily stored in the _____.
Answer: Clipboard
Diff: 2
Skill: Word Chapter 1, Skill 4: Copy, Cut, and Paste Text

90) The area that is reserved for text, graphics, and fields and that by default displays at the top of each page in a document is a(n) _____.
Answer: header
Diff: 1
Skill: Word Chapter 1, Skill 9: Create Document Footers

91) Footer content that is not obtained from the Footer gallery but is instead entered by the user is a(n) _____ footer.
Answer: custom
Diff: 2
Skill: Word Chapter 1, Skill 9: Create Document Footers

92) The footer can be made active by using the _____ option on the Footer button.
Answer: Edit Footer
Diff: 2
Skill: Word Chapter 1, Skill 9: Create Document Footers

93) A category of data (e.g., file name, page number, current date) that can be inserted into a document is a(n) _____.
Answer: field
Diff: 2
Skill: Word Chapter 1, Skill 9: Create Document Footers

94) When multiple pages are displayed by zooming in, best fit is calculated based on _____.
Answer: monitor size
Diff: 3
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

95) The original zoom level set in most documents is _____ percent.
Answer: 100
Diff: 3
Skill: Word Chapter 1, Skill 10: Save Documents as PDF Files

96) When the Show/Hide button is clicked in a new, blank document, the only formatting mark displayed is for a(n) _____.
Answer: paragraph
Diff: 3
Skill: Word Chapter 1, Skill 1: Type Letter Text

97) In documents created today, _____ space(s) should be typed at the end of a sentence.
Answer: one
Diff: 2
Skill: Word Chapter 1, Skill 1: Type Letter Text

98) Customizing the errors flagged by the Spelling and Grammar checker is done in the
_____ dialog box.
Answer: Word Options
Diff: 3
Skill: Word Chapter 1, Skill 2: Apply Styles and Set Grammar and Spelling Options

99) All options on the Mini toolbar also appear in the _____ group of the Home tab.
Answer: Font
Diff: 3
Skill: Word Chapter 1, Skill 3: Select and Insert Text

100) When a single occurrence of a flagged error is actually correct, select _____ from the
shortcut menu to leave this single flagged error unchanged.
Answer: Ignore Once
Diff: 2
Skill: Word Chapter 1, Skill 6: Check Writing Style and Insert Synonyms

Match each action with its result.

A) Mini toolbar appears
B) Dialog box appears
C) Formatting marks appear
D) Paste Options button appears
E) Shortcut menu appears

101) Selecting text
Diff: 3
Skill: Word Chapter 1, Various Skills

102) Clicking Show/Hide button
Diff: 1
Skill: Word Chapter 1, Various Skills

103) Inserting content from Clipboard
Diff: 3
Skill: Word Chapter 1, Various Skills

104) Clicking right mouse button
Diff: 2
Skill: Word Chapter 1, Various Skills

105) Clicking icon in the lower right corner of a Ribbon group
Diff: 2
Skill: Word Chapter 1, Various Skills

Answers: 101) A 102) C 103) D 104) E 105) B

Match each hot key with the action it performs.

A) Undoes most recent edit in document
B) Displays formatting marks
C) Selects entire document
D) Opens Spelling and Grammar checker

106) F7
Diff: 2
Skill: Word Chapter 1, Various Skills

107) Ctrl + Z
Diff: 2
Skill: Word Chapter 1, Various Skills

108) Ctrl + A
Diff: 2
Skill: Word Chapter 1, Various Skills

109) Ctrl + *
Diff: 3
Skill: Word Chapter 1, Various Skills

Answers: 106) D 107) A 108) C 109) B

Match each File tab option with its function.

A) Displays option for saving document as PDF file
B) Displays page-by-page document preview
C) Allows user to select storage location, folder, and file name for new document
D) Makes saved file visible in Word document window
E) Displays dialog box with options to change settings for various Word features

110) Open
Diff: 2
Skill: Word Chapter 1, Various Skills

111) Save As
Diff: 2
Skill: Word Chapter 1, Various Skills

112) Print
Diff: 2
Skill: Word Chapter 1, Various Skills

113) Export
Diff: 2
Skill: Word Chapter 1, Various Skills

114) Options
Diff: 2
Skill: Word Chapter 1, Various Skills

Answers: 110) D 111) C 112) B 113) A 114) E

Skills for Success with Office 2013 Volume 1 (Townsend et al.)
Access Chapter 1 Create Database Tables

1) A(n) _____ is a collection of related information that displays in a single row of a database table.
A) field
B) record
C) table
D) object
Answer: B
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

2) _____ limits the number of characters that can be typed into a text or number field.
A) Caption
B) Column width
C) Field size
D) Field name
Answer: C
Diff: 2
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

3) A field that automatically enters a unique, numeric value when a record is created is a(n) _____.
A) primary key
B) AutoNumber
C) Best Fit
D) Short Text
Answer: B
Diff: 1
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

4) In a _____, the user can edit the primary key value in a table and all the related records in the other table will update accordingly.
A) cascading update
B) datasheet
C) relationship report
D) cascading delete
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

5) A(n) _____ displays related records from a table on the one side of the relationship.
A) entity relationship
B) macro
C) subdatasheet
D) design grid
Answer: C
Diff: 3
Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

6) If you will often import data from the same Excel workbook to Access, you can _____ the import steps.
A) save
B) delete
C) overwrite
D) export
Answer: A
Diff: 3
Skill: Access Chapter 1, Skill 7: Import Data into Tables

7) The _____ menu allows you to select records with the values you choose.
A) Filter
B) Context
C) Tools
D) Start
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

8) _____ can be used to view a report before it is sent to the printer.
A) Live Preview
B) Design view
C) Print Preview
D) Datasheet view
Answer: C
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

9) Each column in a datasheet is a(n) _____ such as city, state, or postal code.
A) field
B) record
C) query
D) abstract
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

10) The blank row of a table where new data is entered is called the _____ row.
A) add
B) new
C) insert
D) append
Answer: D
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

11) Database _____ store the data in rows and columns.
A) forms
B) tables
C) reports
D) objects
Answer: B
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

12) The first column of a new table is named _____.
A) AutoNumber
B) Name
C) ID
D) SS#
Answer: C
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

13) When creating a table, the _____ indicates what kind of information will be stored in a field.
A) criteria
B) layout
C) Data Type
D) caption
Answer: C
Diff: 2
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

14) When you save a table that has been added or changed, its name displays in the _____.
A) title bar
B) Navigation Pane
C) status bar
D) database file
Answer: B
Diff: 2
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

15) Use the _____ button to adjust the entire datasheet's column widths at once.
A) Select All
B) Row Selector
C) Column Border
D) Select Records
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

16) The Date/Time data type stores data as _____.
A) numeric values
B) text
C) serial numbers
D) monetary values
Answer: C
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

17) An alternate method for creating a table is to create it in _____ view.
A) Design
B) Datasheet
C) Layout
D) Property
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

18) Records in two tables can be related by placing the same _____ in both tables.
A) record
B) field
C) query
D) property
Answer: B
Diff: 1
Skill: Access Chapter 1, Skill 5: Relate Tables

19) You can add tables to the Relationships tab by _____ them from the Navigation Pane.
A) dragging
B) pasting
C) cutting
D) duplicating
Answer: A
Diff: 3
Skill: Access Chapter 1, Skill 5: Relate Tables

20) The Enforce Referential Integrity option is available from the _____ dialog box.
A) File
B) Get External Data
C) Edit Relationships
D) List
Answer: C
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

21) Access draws a relationship _____ between two tables.
A) line
B) column
C) pie
D) bar
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

22) You can _____ data from an Excel spreadsheet into an Access table by using the appropriate wizard.
A) export
B) import
C) link
D) embed
Answer: B
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

23) While importing an Excel spreadsheet into Access, if the user chooses *Append a copy of the records to the table* but the table does not exist, Access will _____.
A) create the table
B) indicate an error
C) create a link to the data
D) erase the data
Answer: A
Diff: 3
Skill: Access Chapter 1, Skill 7: Import Data into Tables

24) Ascending order means records have been sorted by _____.
A) the last-applied sort order
B) default sort order
C) smallest to largest value
D) largest to smallest value
Answer: C
Diff: 3
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

25) To filter records with the values you choose, your first step is to _____.
A) clear the (Select All) check box
B) uncheck each check box individually
C) click the Erase button
D) select Remove Filter
Answer: A
Diff: 3
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

26) To change the row color in a datasheet, click the _____ arrow from the Datasheet Formatting dialog box.
A) Gridline Color
B) Border and Line Styles
C) Alternate Background Color
D) Color Banding
Answer: C
Diff: 3
Skill: Access Chapter 1, Skill 9: Format Datasheets

27) The _____ command prints the object without letting you make adjustments.
A) Print
B) Quick Print
C) Print Preview
D) Print Properties
Answer: B
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

28) A layout that is taller than it is wide is _____.
A) Portrait
B) Custom
C) Landscape
D) Vintage
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

29) In Print Preview, if your document is more than one page, use the _____ to view the other pages.
A) title bar
B) status bar
C) scroll bar
D) navigation bar
Answer: D
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

30) A table's page layout settings cannot be _____.
A) saved
B) changed
C) opened
D) previewed
Answer: A
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

31) The default file format for Access 2013 is Microsoft Access 2007-2013.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

32) Field names and captions must be the same.
Answer: FALSE
Diff: 3
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

33) Primary key field names often include ID to help identify them.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

34) The Currency data type stores numbers formatted as monetary values.
Answer: TRUE
Diff: 1
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

35) Referential integrity rules allow you to enter a Contractor ID that does not exist in the related
Contractors table.
Answer: FALSE
Diff: 3
Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

36) An Excel worksheet CANNOT be imported into a new table.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

37) The sort order and filter that a user creates in a datasheet are saved as a part of the table's
design.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

38) You can hide a field in a datasheet.
Answer: TRUE
Diff: 1
Skill: Common Features, Skill 9: Copy and Paste Objects and Format Slides

39) A table's page layout settings can be saved so they are applied the next time the table is opened.
Answer: FALSE
Diff: 2
Skill: Common Features, Skill 9: Copy and Paste Objects and Format Slides

40) *Reuse a database* is an option on the Access start page.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

41) When you create a blank database, a new table is automatically started for you.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

42) You can assign a name and location for the database file any time after entering data.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

43) A datasheet displays records in rows and columns similar to an Excel spreadsheet.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

44) Column widths CANNOT be changed to match the width of their contents.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

45) You do not need to save new or changed data before navigating to a new record.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

46) Once an AutoNumber value has been assigned, it CANNOT be changed.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

47) When you close a database table, the database closes.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

48) A foreign key is often the second table's primary key.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

49) Table Design view is a view that features table fields and their properties.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

50) In Design view, the Field Name, Data Type, and Description data are entered in rows.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

51) With a cascading update, the user can edit the primary key value in a table, and all the related records in the other table will update.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

52) A relationship where a record in the first table can have many associated records in the second table is called a *many-to-many relationship*.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

53) One-to-many relationships enforce referential integrity.
Answer: TRUE
Diff: 3
Skill: Access Chapter 1, Skill 5: Relate Tables

54) The Date Picker feature allows the user to enter dates by clicking on a calendar.
Answer: TRUE
Diff: 1
Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

55) When a table is on the many side of a relationship, a subdatasheet is available that displays related records from the one side of the relationship.
Answer: FALSE
Diff: 3
Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

56) An Excel worksheet that organizes data into rows and columns can be imported into an existing table.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

57) When you import data from Excel, it is best practice to insert the table's field names in the spreadsheet's header row.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

58) While importing an Excel spreadsheet into Access, if the user chooses *Append a copy of the records to the table* and the table exists, Access will add the records to the table.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

59) If an Excel workbook contains multiple worksheets, it will automatically import Sheet1.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

60) In the Import Spreadsheet Wizard, it is not necessary to view sample data or verify that the field names in the header row match.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

61) Records in a table are sorted by their primary key.
Answer: TRUE
Diff: 1
Skill: Access Chapter 1, Skill 7: Import Data into Tables

62) The direction of the sort arrow at the top of a column indicates whether an ascending or descending sort was performed.
Answer: TRUE
Diff: 3
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

63) If you have applied and saved a filter to a datasheet, the filter will be applied each time you open the table.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

64) When a user changes the font or font size in a datasheet, changes are applied only to the column where the insertion point was located when the change was made.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 9: Format Datasheets

65) Landscape is a layout that is wider than it is tall.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

66) The Print command enables you to select different print options.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

67) To print data from a table, a user typically creates a report.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

68) If the buttons on the navigation bar are dimmed, the table will print on more than one page.
Answer: FALSE
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

69) Portrait is the default view that is applied each time a table is opened.
Answer: TRUE
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

70) You must save your data and database objects before quitting Access.
Answer: FALSE
Diff: 1
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

71) The _____ row is a row of a table in which a new record can be entered.
Answer: append
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

72) A set of fields that can be added to a table with a single click are called _____ Start data types.
Answer: Quick
Diff: 2
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

73) A(n) _____ key is a field used to relate records in a second table.
Answer: foreign
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

74) _____ view lists all the fields with their data types and properties but not actual records.
Answer: Design
Diff: 3
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

75) _____ integrity is a rule that keeps related values synchronized.
Answer: Referential
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

76) The feature that allows a user to enter dates into Date/Time fields by clicking on a calendar is called the Date _____.
Answer: Picker
Diff: 2
Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

77) You can _____ data from an Excel spreadsheet into an Access table.
Answer: import
Diff: 1
Skill: Access Chapter 1, Skill 7: Import Data into Tables

78) The column _____ changes to indicate that records have been sorted.
Answer: arrow
Diff: 3
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

79) The database object that stores the data is a(n) _____.
Answer: table
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

80) The name _____ is temporarily assigned to the new table that opens automatically when a blank database is created.
Answer: Table1
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

81) If a field of data needs to hold 200 characters, you should use the _____ data type.
Answer: Short Text
Diff: 3
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

82) _____ determine what displays in all datasheet, form, and report labels.
Answer: Captions
Diff: 2
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

83) _____ limits the number of characters that can be typed into a text or number field.
Answer: Field size
Diff: 2
Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

84) A field that uniquely identifies each record in a table is called the _____.
Answer: primary key
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

85) A field that automatically enters a unique, numeric value when a record is created is a(n) _____ field.
Answer: AutoNumber
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

86) The _____ data type stores numeric values.
Answer: Number
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

87) When you join tables, the common fields must share the same _____.
Answer: data type
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

88) A relationship where a record in one table can have many associated records in a second table is a(n) _____ relationship.
Answer: one-to-many
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

89) With a(n) _____, if the user deletes a record on the *one* side of the relationship, all the related records on the *many* side will also be deleted.
Answer: cascading delete
Diff: 2
Skill: Access Chapter 1, Skill 5: Relate Tables

90) When entering data in related tables, a foreign key value must have a(n) _____ value in the related table.
Answer: matching
Diff: 2
Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

91) The _____ allows the user to import records from an Excel spreadsheet into an Access table.
Answer: Import Spreadsheet Wizard
Diff: 2
Skill: Access Chapter 1, Skill 7: Import Data into Tables

92) Datasheets can be sorted and _____ to make the information useful.
Answer: filtered
Diff: 2
Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

93) In the Datasheet Formatting dialog box, a(n) _____ of the selected formatting displays.
Answer: sample
Diff: 2
Skill: Access Chapter 1, Skill 9: Format Datasheets

94) Specific fields in a datasheet can be _____.
Answer: hidden
Diff: 2
Skill: Access Chapter 1, Skill 9: Format Datasheets

95) _____ can be used to see what a report will look like without actually printing it.
Answer: Print Preview
Diff: 2
Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

Match each definition with the appropriate term.

A) Expand row
B) Append row
C) Junction key
D) Subdatasheet
E) Worksheet
F) Foreign key
G) Primary key
H) Datasheet
I) Composite key
J) Subordinate

96) Displays data in rows and columns similar to an Excel spreadsheet
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

97) Where a new record is added to a table
Diff: 2
Skill: Access Chapter 1, Skill 1: Create Databases

98) Field that uniquely identifies each record in a table
Diff: 2
Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

99) Field used to relate records in another table
Diff: 2
Skill: Access Chapter 1, Skill 4: Create Tables in Design View

100) Displays related records from the table on the many side of the relationship
Diff: 2
Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

Answers: 96) H 97) B 98) G 99) F 100) D