

Exploring Microsoft Office 2019 Introductory (Poatsy/Grauer)
Chapter 1 Office 365 Common Features

1) Which of the following applications is *not* included with Microsoft Office?

- A) Photoshop
- B) Word
- C) Excel
- D) Access

Answer: A

Diff: 3

Objective: CF1.01 Start an Office Application

2) Which of the following Microsoft Office applications is used to produce documents, including memos, newsletters, forms, brochures?

- A) Access
- B) Excel
- C) Word
- D) Photoshop

Answer: C

Diff: 1

Objective: CF1.01 Start an Office Application

3) Which of the following Microsoft Office applications is used to create dynamic presentations to inform and persuade audiences?

- A) Access
- B) Word
- C) PowerPoint
- D) Photoshop

Answer: C

Diff: 1

Objective: CF1.01 Start an Office Application

4) Which of the following Microsoft Office applications is a relational database software application that is used to record and link data, query databases, and create forms and reports?

- A) Access
- B) Word
- C) PowerPoint
- D) Excel

Answer: A

Diff: 2

Objective: CF1.01 Start an Office Application

5) When using Microsoft Office, the default location for saving files is _____.

- A) DropBox
- B) OneDrive
- C) Google Drive
- D) iCloud

Answer: B

Diff: 3

Objective: CF1.01 Start an Office Application

6) The _____ identifies the current file name and the application in which you are working.

- A) Title bar
- B) Status bar
- C) Quick Access Toolbar
- D) ribbon

Answer: A

Diff: 2

Objective: CF1.03 Use Common Interface Components

7) The _____ is the command center of Office application containing tabs, groups, and commands.

- A) title bar
- B) mini toolbar
- C) ribbon
- D) status bar

Answer: C

Diff: 2

Objective: CF1.03 Use Common Interface Components

8) A _____ contains groups of commands related to the selected object.

- A) ribbon
- B) contextual tab
- C) status bar
- D) title bar

Answer: B

Diff: 2

Objective: CF1.03 Use Common Interface Components

9) A _____ is a subset of a tab and is used to organize similar tasks together.

- A) group
- B) header
- C) template
- D) gallery

Answer: A

Diff: 2

Objective: CF1.03 Use Common Interface Components

10) Clicking a Dialog Box _____ button on the ribbon opens a corresponding dialog box.

- A) Group
- B) Header
- C) Tab
- D) Launcher

Answer: D

Diff: 3

Objective: CF1.03 Use Common Interface Components

11) Depending on the application, a _____ is an area that provides additional text styles, choices of chart styles, or transitions.

- A) command
- B) gallery
- C) tab
- D) template

Answer: B

Diff: 2

Objective: CF1.03 Use Common Interface Components

12) Which of the following would *not* be found on the shortcut menu for a picture.

- A) group objects
- B) provide a caption
- C) open the Thesaurus
- D) wrap text

Answer: C

Diff: 2

Objective: CF1.03 Use Common Interface Components

13) Microsoft Office's _____ box enables you to search for help and information about a command or task.

- A) Help
- B) Ask me anything
- C) What can I do for you
- D) Tell me what you want to do

Answer: D

Diff: 2

Objective: CF1.04 Get Help

14) You can use _____ to find information about tasks or commands in Office or to search for general information on a topic.

- A) Live Preview
- B) Smart Lookup
- C) Backstage view
- D) the Thesaurus

Answer: B

Diff: 2

Objective: CF1.04 Get Help

15) A _____ is a small message box that displays when the pointer is placed over a command button.

- A) contextual tab
- B) dialog box
- C) mini toolbar
- D) Enhanced ScreenTip

Answer: D

Diff: 2

Objective: CF1.04 Get Help

16) A(n) _____ is a custom program or additional command that is installed to extend the functionality of a Microsoft Office program.

- A) template
- B) theme
- C) add-in
- D) gallery

Answer: C

Diff: 2

Objective: CF1.05 Install Add-Ins

17) You would apply a _____, which is a collection of design choices that includes colors, fonts, and special effects, to give a consistent look to your work.

- A) template
- B) theme
- C) view
- D) gallery

Answer: B

Diff: 2

Objective: CF1.06 Use Templates and Apply Themes

18) A(n) _____ is a predesigned file that incorporates formatting elements and may include content that can be modified.

- A) template
- B) add-in
- C) view
- D) gallery

Answer: A

Diff: 2

Objective: CF1.06 Use Templates and Apply Themes

19) Which of the following is *not* true about templates?

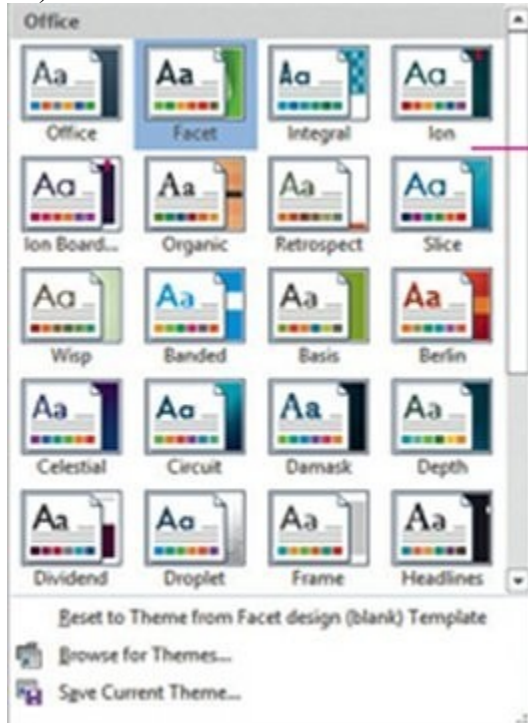
- A) It incorporates formatting elements.
- B) They slow down the process of creating presentations.
- C) It incorporates layout options.
- D) It may include content that can be modified.

Answer: B

Diff: 1

Objective: CF1.06 Use Templates and Apply Themes

20)



The figure shown above shows the _____ gallery.

- A) Themes
- B) Templates
- C) Styles
- D) Views

Answer: B

Diff: 2

Objective: CF1.06 Use Templates and Apply Themes

21) When using Word, to select a paragraph, you _____.

- A) triple-click in the paragraph
- B) press and hold Ctrl and click in the paragraph
- C) double-click the paragraph
- D) press and hold Shift and press the left arrow

Answer: A

Diff: 3

Objective: CF1.07 Modify Text

22) _____ gives you access to the most common formatting selections, such as adding bold or italic, or changing font type or color.

A) An enhanced ScreenTip

B) A gallery

C) Live Preview

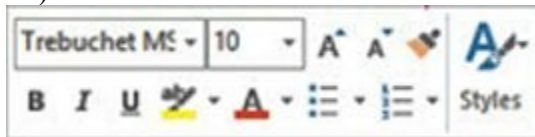
D) The Mini toolbar

Answer: D

Diff: 2

Objective: CF1.07 Modify Text

23)



The figure shown above shows the _____.

A) Quick Access Toolbar

B) Mini toolbar

C) ribbon

D) Clipboard

Answer: B

Diff: 2

Objective: CF1.07 Modify Text

24)



Clicking the icon shown in the figure above, activates the _____ feature.

A) Live Preview

B) Clipboard

C) OneDrive

D) Format Painter

Answer: D

Diff: 1

Objective: CF1.07 Modify Text

25) Office's _____ is an area of memory reserved to temporarily hold selections that have been cut or copied.

A) gallery

B) Clipboard

C) contextual tab

D) ribbon

Answer: B

Diff: 2

Objective: CF1.08 Relocate Text

26) Which of the following keyboard shortcuts is used to paste the contents of the Clipboard?

- A) Ctrl+P
- B) Ctrl+C
- C) Ctrl+V
- D) Ctrl+X

Answer: C

Diff: 3

Objective: CF1.08 Relocate Text

27) Which of the following keyboard shortcut removes a selection from the original location and places it in the Clipboard?

- A) Ctrl+A
- B) Ctrl+C
- C) Ctrl+V
- D) Ctrl+X

Answer: B

Diff: 3

Objective: CF1.08 Relocate Text

28) Which of the following keyboard shortcut duplicates a selection from the original location and places it in the Clipboard?

- A) Ctrl+A
- B) Ctrl+C
- C) Ctrl+V
- D) Ctrl+X

Answer: B

Diff: 3

Objective: CF1.08 Relocate Text

29) The Ctrl+C keyboard shortcut _____.

- A) duplicates a selection from the original location and places it in the Clipboard
- B) removes a selection from the original location and places it in the Clipboard
- C) places a cut or copied selection into another location
- D) empties the Clipboard

Answer: A

Diff: 3

Objective: CF1.08 Relocate Text

30) A potential misspelled word is underlined with a _____ wavy line.

- A) yellow
- B) green
- C) blue
- D) red

Answer: D

Diff: 2

Objective: CF1.09 Review a Document

31) A grammatical error is underlined with a _____ wavy line.

- A) green
- B) yellow
- C) orange
- D) red

Answer: A

Diff: 2

Objective: CF1.09 Review a Document

32) When an image is selected, how many sizing handle are displayed?

- A) 4
- B) 6
- C) 8
- D) 10

Answer: C

Diff: 3

Objective: CF1.10 Work with Pictures

33) _____ is an Office component that provides a series of commands related to the open file.

- A) OneDrive
- B) Live Preview
- C) Format Painter
- D) Backstage view

Answer: D

Diff: 2

Objective: CF1.14 Configure Document Properties

34) The _____ is located at the bottom of the program window, contains information relative to the open file and is specific to each application.

- A) title bar
- B) Dialog Box Launcher
- C) status bar
- D) Quick Access Toolbar

Answer: C

Diff: 2

Objective: CF1.11 Change Document Views

35)



The object depicted in the figure above, is the _____.

- A) Quick Access Toolbar
- B) ribbon
- C) status bar
- D) title bar

Answer: C

Diff: 2

Objective: CF1.11 Change Document Views

36) A(n) _____ is the area of blank space that displays to the left, right, top, and bottom of a document.

- A) margin
- B) indent
- C) tab
- D) border

Answer: A

Diff: 1

Objective: CF1.12 Change the Page Layout

37) A _____ consists of one or more lines at the bottom of each page.

- A) header
- B) endnote
- C) footnote
- D) footer

Answer: D

Diff: 1

Objective: CF1.13 Create a Header and Footer

38) You can use Excel to organize records, financial transactions, and business information in the form of worksheets.

Answer: TRUE

Diff: 1

Objective: CF1.01 Start an Office Application

39) The status bar identifies the current file name and the application in which you are working.

Answer: FALSE

Diff: 2

Objective: CF1.03 Use Common Interface Components

40) A tab is a button or area within a group that you click to perform a task.

Answer: FALSE

Diff: 2

Objective: CF1.03 Use Common Interface Components

41) The Quick Access Toolbar gives you one-click access to commonly executed tasks such as saving a file or undoing recent actions.

Answer: TRUE

Diff: 2

Objective: CF1.03 Use Common Interface Components

42) You can customize the Quick Access Toolbar.

Answer: TRUE

Diff: 1

Objective: CF1.03 Use Common Interface Components

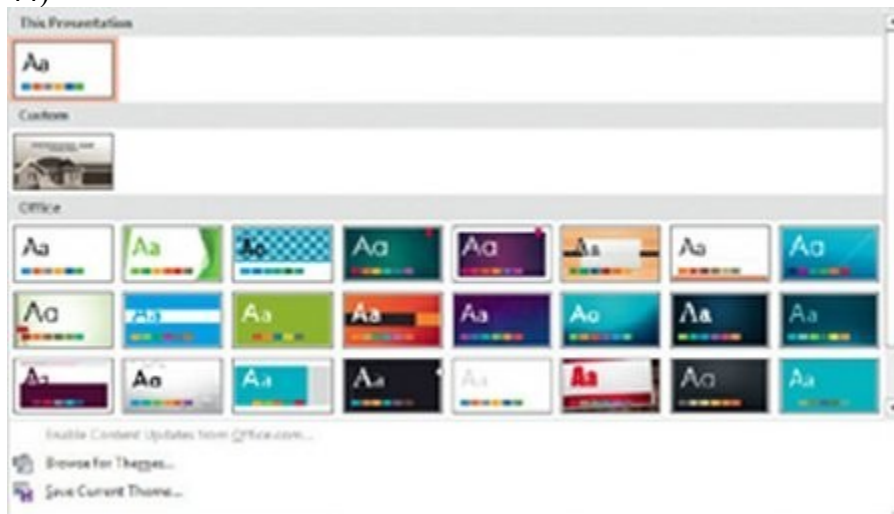
43) You can customize the ribbon.

Answer: TRUE

Diff: 1

Objective: CF1.03 Use Common Interface Components

44)



The object shown in the figure above is a gallery.

Answer: TRUE

Diff: 2

Objective: CF1.03 Use Common Interface Components

45) Microsoft Office's *Ask me anything* box enables you to search for help and information about a command or task.

Answer: FALSE

Diff: 2

Objective: CF1.04 Get Help

46) An add-in is a custom program or additional command that you can use to extend the functionality of a Microsoft Office program.

Answer: FALSE

Diff: 2

Objective: CF1.05 Install Add-Ins

47) A template is a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to your work.

Answer: FALSE

Diff: 2

Objective: CF1.06 Use Templates and Apply Themes

48) A theme is a predesigned file that incorporates formatting elements, such as layouts and may include content that can be modified.

Answer: FALSE

Diff: 2

Objective: CF1.06 Use Templates and Apply Themes

49) To select the entire document, you press Ctrl+E.

Answer: FALSE

Diff: 3

Objective: CF1.07 Modify Text

50) Bold and Italic are examples of toggle command buttons.

Answer: TRUE

Diff: 2

Objective: CF1.07 Modify Text

51) The Mini toolbar provides access to the most common formatting selections.

Answer: TRUE

Diff: 2

Objective: CF1.07 Modify Text

52) The Mini toolbar is *not* customizable.

Answer: TRUE

Diff: 2

Objective: CF1.07 Modify Text

53) The Clipboard is an area of memory that is used to temporarily hold selections that you have cut or copied, and it allows you to paste the selections.

Answer: TRUE

Diff: 1

Objective: CF1.08 Relocate Text

54) When you paste a selection, it is removed from its original location and placed it in the Clipboard.

Answer: FALSE

Diff: 1

Objective: CF1.08 Relocate Text

55) Word checks your spelling and grammar as you type.

Answer: TRUE

Diff: 1

Objective: CF1.09 Review a Document

56) PowerPoint checks your spelling and grammar as you type.

Answer: TRUE

Diff: 2

Objective: CF1.09 Review a Document

57) Excel does *not* include a spelling checker.

Answer: FALSE

Diff: 2

Objective: CF1.09 Review a Document

58) A grammatical error is underlined with a blue wavy line.

Answer: FALSE

Diff: 2

Objective: CF1.09 Review a Document

59) If you used bear instead of bare, bear would be underlined with a red wavy line.

Answer: FALSE

Diff: 1

Objective: CF1.09 Review a Document

60) Right-clicking a word or phrase that is identified as a mistake will display a shortcut menu that suggests the correct spelling.

Answer: TRUE

Diff: 1

Objective: CF1.09 Review a Document

61) A picture that you download from the Internet does not require permission from the creator.

Answer: FALSE

Diff: 2

Objective: CF1.10 Work with Pictures

62)



The figure shown above depicts Backstage view.

Answer: TRUE

Diff: 1

Objective: CF1.02 Work with Files

63) The title bar contains information relative to the open file including tools for changing the view of the file and for changing the zoom size of onscreen file contents.

Answer: FALSE

Diff: 2

Objective: CF1.11 Change Document Views

64) You can use the Zoom slider to increase or decrease the size of the document onscreen.

Answer: TRUE

Diff: 1

Objective: CF1.11 Change Document Views

65) A footnote consists of one or more lines at the bottom of each page.

Answer: FALSE

Diff: 1

Objective: CF1.13 Create a Header and Footer

66) A header consists of one or more lines at the top of each page.

Answer: TRUE

Diff: 1

Objective: CF1.13 Create a Header and Footer

67) Microsoft Office _____ is an application that is used to store quantitative data and to perform accurate and rapid calculations.

Answer: Excel

Diff: 1

Objective: CF1.01 Start an Office Application

68) Microsoft's cloud storage is called _____ .

Answer: OneDrive

Diff: 2

Objective: CF1.01 Start an Office Application

69) A grammatical error is underlined with a(n) _____ wavy line.

Answer: green

Diff: 3

Objective: CF1.02 Work with Files

70) The _____ provides fast access to commonly executed tasks such as saving a file and undoing recent actions.

Answer: Quick Access Toolbar

Diff: 2

Objective: CF1.03 Use Common Interface Components

71) A(n) _____ is a button or area within a group that you click to perform a task.

Answer: command

Diff: 2

Objective: CF1.03 Use Common Interface Components

72) The _____ Preview displays a preview of the results of a selection.

Answer: Live

Diff: 1

Objective: CF1.03 Use Common Interface Components

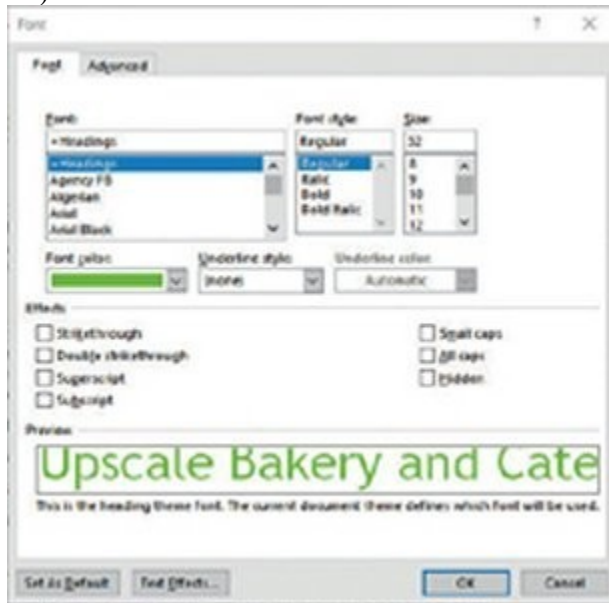
73) A(n) _____ displays more precise or less frequently used commands.

Answer: dialog box

Diff: 2

Objective: CF1.03 Use Common Interface Components

74)



The object shown in the figure above is the Font _____.

Answer: dialog box

Diff: 2

Objective: CF1.03 Use Common Interface Components

75) A(n) _____ is a custom program or additional command that you can install to extend the functionality of a Microsoft Office program.

Answer: add-in

Diff: 3

Objective: CF1.05 Install Add-Ins

76) A(n) _____ is a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to your work.

Answer: Theme

Diff: 2

Objective: CF1.06 Use Templates and Apply Themes

77) A(n) _____ is a predesigned file that integrates formatting elements, such as a theme and layouts.

Answer: Template

Diff: 2

Objective: CF1.06 Use Templates and Apply Themes

78) The mouse shortcut for selecting a word is to _____ the word.

Answer: double-click

Diff: 3

Objective: CF1.07 Modify Text

79) A(n) _____ command is a button that acts somewhat like light switch that can be turned on and off.

Answer: toggle

Diff: 3

Objective: CF1.07 Modify Text

80) Using the _____ gives you access to the most common formatting selections, such as adding bold or italic, or changing font type or color.

Answer: mini toolbar

Diff: 2

Objective: CF1.07 Modify Text

81) You can use the _____ to quickly and easily copy all formatting from one area to another.

Answer: Format Painter

Diff: 2

Objective: CF1.07 Modify Text

82) You would use the _____ to temporarily hold selections that you have cut or copied.

Answer: clipboard

Diff: 2

Objective: CF1.08 Relocate Text

83) The _____ keyboard shortcut duplicates a selection from the original location and places it in the Clipboard.

Answer: Ctrl+C, Ctrl + C, Control + C

Diff: 3

Objective: CF1.08 Relocate Text

84) When you _____ a selection, the selection is duplicated and the duplicate is placed in the Clipboard.

Answer: copy

Diff: 1

Objective: CF1.08 Relocate Text

85) When you _____ a selection, the selection is removed from the original location and is placed in the Clipboard.

Answer: cut

Diff: 1

Objective: CF1.08 Relocate Text

86) When you _____ a selection, the selection in the Clipboard is placed into another location.

Answer: paste

Diff: 1

Objective: CF1.08 Relocate Text

87) A word usage error is underlined with a(n) _____ wavy line.

Answer: blue

Diff: 3

Objective: CF1.09 Review a Document

88) A(n) _____ is digital photo, defined as a graphic element that can be retrieved from storage media.

Answer: picture

Diff: 1

Objective: CF1.10 Work with Pictures

89)



The object pointed to by the red line in the figure above, is the _____.

Answer: zoom slider

Diff: 1

Objective: CF1.11 Change Document Views

90) The _____ is used to increase or decrease the size of the document onscreen.

Answer: zoom slider

Diff: 1

Objective: CF1.11 Change Document Views

91) A(n) _____ consists of one or more lines at the top of each page.

Answer: header

Diff: 1

Objective: CF1.13 Create a Header and Footer

92) Match each of the following terms to their meanings:

- I. Cloud storage
- II. OneDrive
- III. Quick Access Toolbar
- IV. Command
- V. Group

- A. Enables you to execute common tasks such as saving a file and undoing recent actions
- B. Used to access files and to work with programs that are kept in a central location on the Internet
- C. Button that you click to perform a task
- D. Subset of a tab that organizes similar tasks together
- E. App used to store, access, and share files and folders

Answer: B, E, A, C, D

Diff: 3

Objective: Multiple Objectives

93) Match each of the following terms to their meanings:

- I. Shortcut menu
- II. Smart Lookup
- III. Enhanced ScreenTip
- IV. Add-in
- V. Backstage view

- A. Small message box that displays when you place the pointer over a command button
- B. Provides a concise collection of commands related to an open file
- C. Provides choices related to the selection or area at which you right-click
- D. Custom program or additional command that extends the functionality of an Office program
- E. Provides information about Office tasks or commands

Answer: C, E, A, D, B

Diff: 3

Objective: Multiple Objectives

94) Match each of the following terms to their meanings:

- I. Template
- II. Theme
- III. Toggle command
- IV. Format Painter
- V. Mini toolbar

- A. Acts somewhat like light switch that you can turn on and off
- B. Provides access to the most common formatting selections such as adding bold or italic
- C. Predesigned file that incorporates formatting elements
- D. Enables you to quickly and easily copy formatting from one area to another
- E. Collection of design choices used to give a consistent look to your work

Answer: C, E, A, D, B

Diff: 3

Objective: Multiple Objectives

95) Match each of the following terms to their meanings:

- I. Clipboard
- II. Status bar
- III. Zoom slider
- IV. Margin
- V. Tell me what you want to do box

- A. Used to increase or decrease the size of the document onscreen
- B. Used to search for help and information about a command or task
- C. Area of memory reserved to temporarily hold selections that have been cut or copied
- D. Area of blank space that displays on all sides of a document or worksheet
- E. Located at the bottom of the program window and contains information relative to the open file

Answer: C, E, A, D, B

Diff: 3

Objective: Multiple Objectives

96) Match each of the following terms to their meanings:

- I. Header
- II. Footer
- III. Picture
- IV. Tab
- V. View

- A. One or more lines at the top of each page
- B. Various ways a file can appear on the screen
- C. Digital photo, defined as a graphic element retrieved from storage media
- D. Designed to appear much like a top extension on a file folder
- E. One or more lines at the bottom of each page

Answer: A, E, C, D, B

Diff: 3

Objective: Multiple Objectives

97) Match each of the following terms to their meanings:

- I. Cut
- II. Copy
- III. Paste
- IV. Portrait orientation
- V. Landscape orientation

- A. Duplicates a selection from the original location and places a copy in the Office Clipboard
- B. Removes a selection from the original location and places it in the Clipboard
- C. Page that is wider than it is tall
- D. Page that is taller than it is wide
- E. Places a selection in the Clipboard into another location

Answer: B, A, E, D, C

Diff: 3

Objective: Multiple Objectives

98) Match each of the following Office products to their software types:

- I. Access
- II. Excel
- III. PowerPoint
- IV. Word

- A. Word processing software
- B. Spreadsheet software
- C. Relation database software
- D. Presentation graphics software

Answer: C, B, D, A

Diff: 2

Objective: CF1.01 Start an Office Application

99) Match each of the following terms to their meanings:

- I. Title bar
- II. Ribbon
- III. Contextual Tab
- IV. Dialog box
- V. Gallery

- A. Contains a group of commands related to the selected object
- B. Contains tabs, groups, and commands
- C. Identifies the current file name and the application in which you are working
- D. Provides access to more precise, but less frequently used, commands
- E. Area that provides additional text styles, choices of chart styles, or transitions

Answer: C, B, A, D, E

Diff: 3

Objective: CF1.03 Use Common Interface Components

100) Match each of the following items to their shortcut selections:

- I. One word
- II. One line of text
- III. One sentence
- IV. One paragraph
- V. Entire document

- A. Press and hold Ctrl and click in the item to select it
- B. Press Ctrl+A
- C. Double-click the item
- D. Triple-click in the item
- E. Place the pointer at the left of the item in the margin area and click

Answer: C, E, A, D, B

Diff: 3

Objective: CF1.07 Modify Text