## **Productivity Apps**

## True / False

1. OneNote will not function at all without an Internet connection.

a. Trueb. False

ANSWER: False REFERENCES: PA-2

Syncing a Notebook to the Cloud

2. OneNote allows users to convert handwriting to text using the Ink to Text button.

a. True

b. False

ANSWER: True

REFERENCES: Converting Handwriting to Text

PA-3

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.

a. Trueb. False

ANSWER: True REFERENCES: PA-4

Recording a Lecture

4. Microsoft Sway is available as an app on Office 365 or at Sway.com.

a. Trueb. False

ANSWER: True

REFERENCES: Introduction to Sway

PA-6

5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.

a. Trueb. False

ANSWER: False

REFERENCES: Creating a Sway Presentation

PA-6

6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.

a. Trueb. False

ANSWER: False

REFERENCES: Introduction to Sway

PA-6

Name :		Class :	Dat e:
Productivity Apps			
7. Office Mix is an add	l-in for Microsoft	PowerPoint, which allows users to	enhance PowerPoint presentations.
	a.	True	-
	b.	False	
ANSWER:		True	
REFERENCES:		Introduction to Office PA-10	
8. Through Office Mix	, video clips, slide a.	notes, and screen recordings can b	oe added to PowerPoint presentations.
	b.	False	
ANSWER:	<b>.</b>	True	
REFERENCES:		Capturing Video Clips PA-11	
9. Office Mix is curren			vith more quiz types to be available soon.
	a.	True	
4.N.O.I.A./E.D.	b.	False	
ANSWER:	False		
REFERENCES:	PA-12	uizzes, Live Webpages, and App	S
10. Microsoft Edge is a	a Web browser tha	t was designed as an add-in to Inte	rnet Explorer.
	a.	True	
	b.	False	
ANSWER:	Fals		
REFERENCES:	Intro PA-	oduction to Microsoft Edge 14	
11. Cortana appears as			ed on and you might need assistance.
	a.	True	
	b.	False	
ANSWER:	True	and the former attings with the Contains	
REFERENCES:	PA-14	ng Information with Cortana	
12. Microsoft Edge wi	ll allow users to sa a.	ve webpages, but they cannot be w True	ritten on.
	b.	False	
ANSWER:		False	
REFERENCES:		Annotating Webpages	
		PA-15	
13. OneNote will not f	unction at all with	out an Internet connection.	
	0	Тть	

Name :		Class :	Dat e:
Productivity Apps			
	b.	False	
ANSWER:	Fals		
REFERENCES:	PA-	2	
	Syn	cing a Notebook to the Cloud	
14. OneNote allows user	s to convert ha	ndwriting to text using the Ink to Te	ext button.
	a.	True	
	b.	False	
ANSWER:	Tr	ue	
REFERENCES:	Co PA	onverting Handwriting to Text A-3	
15. It is possible to recormicrophone.	d audio conver	sations with OneNote if your comp	uter or device has a camera and/or a
•	a.	True	
	b.	False	
ANSWER:		True	
REFERENCES:		PA-4	
		Recording a Lecture	
16. Microsoft Sway is av	ailable as an a <sub>l</sub>	op on Office365 or at Sway.com.	
	a.	True	
	b.	False	
ANSWER:		True	
REFERENCES:		Introduction to Sway PA-6	
17. Swav users work thro	ough a Storvlin	e, which has tools and a work area	for composing a digital story.
<b>y</b>	a.	True	Fig. 8. 18 may
	b.	False	
ANSWER:		alse	
REFERENCES:	С	reating a Sway Presentation A-6	
18. Sway will not resize	background im	ages, so it is necessary to purchase	a separate app to do that.
	a.	True	
	b.	False	
ANSWER:		False	
REFERENCES:		Introduction to Sway PA-6	
19. Office Mix is an add-	in for Microso	ft PowerPoint, which allows users t	o enhance PowerPoint presentations.
	a.	True	
	b.	False	

Name :	Class		Dat e:
Productivity Apps			
ANSWER:		True	
REFERENCES:		Introduction to Office PA-10	
20. Through Office Mi	x, video clips, slide		be added to PowerPoint presentations.
	a.	True	
	b.	False	
ANSWER:		True	
REFERENCES:		Capturing Video Clips PA-11	
21. Office Mix is curre soon.	ntly capable of har	ndling extended response quizzes,	with more quiz types to be available
	a.	True	
	b.	False	
ANSWER:	False		
REFERENCES:	Inserting Qu PA-12	uizzes, Live Webpages, and App	os
22. Microsoft Edge is a	a Web browser that	: was designed as an add-in to Into	ernet Explorer.
O .	a.	True	•
	b.	False	
ANSWER:	Fals	е	
REFERENCES:	Intro PA-	duction to Microsoft Edge 14	
23. Cortana annears as	an animated circle	in the Address har when it is turn	ned on and you might need assistance.
25. Cortaina appears as	a.	True	ica on ana you imgiic need doolotanee.
	b.	False	
ANSWER:	True		
REFERENCES:		ng Information with Cortana	
24. Microsoft Edge wil	l allow users to say	ve webpages, but they cannot be v	written on.
O .	a.	True	
	b.	False	
ANSWER:		False	
REFERENCES:		Annotating Webpages PA-15	
Modified True / False			
		to sections, also called Section Ta	ıbs
ANSWER:	Tru	e	

Name :	Class Dat : e:		
Productivity Apps			
REFERENCES:	Introduction to OneNote 2016 PA-2		
26. It is possible, through (ANSWER:	OneNote, to draw directly on the screen using drawing tools  True		
REFERENCES:	Introduction to OneNote 2016 PA-2		
27. OneNote only allows on ANSWER:	one type of project to be stored at a timeFalse -		
REFERENCES:	Creating a OneNote Notebook PA-2		
28. A Sway site can be sha	ared on Microsoft-approved devices only		
ANSWER:	False -		
REFERENCES:	PA-6 Introduction to Sway		
29. Storyline selections, ca <i>ANSWER:</i>	alled Frames, allow users to add content False -		
REFERENCES:	Creating a Sway Presentation PA-6		
30. Users can add Faceboo	ok or OneNote pictures in Sway without leaving the app		
ANSWER:	True		
REFERENCES:	Adding Content to Build a Story PA-7		
31. To use Office Mix, an <i>ANSWER:</i>	account is necessary at mix.office.com  True		
REFERENCES:	Adding Office Mix to PowerPoint PA-10		
32. Office Mix is an integral ANSWER:	ral part of PowerPointit need not be downloaded and installed False -		
REFERENCES:	PA-10 Adding Office Mix to PowerPoint		
33. Using Office Mix, scre	een recordings can be captured and used to help enhance a presenta	ation.	
ANSWER:	True		
REFERENCES:	Capturing Video Clips PA-11		

Name :		Class :	Dat e:
Productivity Apps			
34. In Microsoft Edge, I	Reading View will not blo	ck pop-up ads or other clutte	er on a webpage.
ANSWER:	False -		
REFERENCES: Browsing the V PA-14		b with Microsoft Edge	
35. The Inking toolbar is writing on it	•	sers to write on webpages a	and save the webpage as well as the
ANSWER:	True		
		ating Webpages	
36. Microsoft Edge runs	in a partial Sandbox, whi	ch helps prevent attackers fi	rom gaining control of a computer.
ANSWER:	True		
REFERENCES:	Annotating Webpages PA-15		
37. Each OneNote notel <i>ANSWER</i> :	ook is divided into section  True	ns, also called Section Tabs.	·
REFERENCES: Introduction to OneNote 2016 PA-2			
38. It is possible, throug <i>ANSWER</i> :	h OneNote, to draw direct True	ly on the screen using draw	ing tools
REFERENCES: Introduction PA-2		n to OneNote 2016	
39. OneNote only allow <i>ANSWER:</i>	s one type of project to be False -	stored at a time.	
		OneNote Notebook	
40. A Sway site can be s	hared on Microsoft-appro	oved devices only.	
ANSWER:	Fals	se -	
REFERENCES: PA		6 oduction to Sway	
41. Storyline selections, <i>ANSWER:</i>	called Frames, allow user False -	rs to add content.	
REFERENCES: Creating a Sway Presentation PA-6			
42. Users can add Faceb	ook or OneNote pictures	in Sway without leaving the	app

Name :		Class :	Dat e:
<b>Productivity Apps</b>			
ANSWER:	True		
REFERENCES:	Adding Conte PA-7	nt to Build a Story	
43. To use Office Mix, an ac <i>ANSWER:</i>	count is necessary at m	nix.office.com.	
REFERENCES:		Mix to PowerPoint	
44. Office Mix is an integral <i>ANSWER:</i>	part of PowerPointit False -	need not be downloaded and i	nstalled
REFERENCES:	PA-10	Mix to PowerPoint	
45. Using Office Mix, screen	recordings can be cap	otured and used to help enhance	e a presentation.
ANSWER:	True		
REFERENCES:	Capturii PA-11	ng Video Clips	
46. In Microsoft Edge, Readi	ng View will not blocl False -	k pop-up ads or other clutter or	ı a webpage
REFERENCES:	Browsing the Web PA-14	with Microsoft Edge	
47. The Inking toolbar in Micwriting on it.	crosoft Edge allows us	ers to write on webpages and s	ave the webpage as well as the
ANSWER:	True		
REFERENCES:	Annotat PA-15	ing Webpages	
48. Microsoft Edge runs in a	partial Sandbox, which	h helps prevent attackers from	gaining control of a computer.
ANSWER:	True		
REFERENCES:	Annotat PA-15	ing Webpages	
Multiple Choice			
49. Microsoft OneNote is a _		app for your academic and pro	fessional life.
a.	spreadsheet		
b.	notetaking		
c.	database		
d.	gaming		

Name	Class	Dat
:	::	e:e
<b>Productivity Apps</b>		
ANSWER:	b	
REFERENCES:	Introduction to OneNote 2016 PA-2	
50 O . N	costions similar to that of a	

50. OneNote is divided into sections similar to that of a

spiral notebook. a.

b. map

c. compass

d. desktop

ANSWER:

REFERENCES: Creating a OneNote Notebook

51. The Microsoft OneNote mobile app

was subcontracted for Microsoft by Google.

b. runs a full version of OneNote 2016.

is a lightweight version of OneNote 2016.

d. syncs with all Apple products.

ANSWER:

REFERENCES: Syncing a Notebook to the Cloud

PA-2

52. OneNote creates a Drawing Canvas, which is

a container for shapes and lines. a.

b. a personal assistant.

c. a storyline for interactive video content

d. .a teleprompter.

ANSWER:

REFERENCES: Syncing a Notebook to the Cloud

PA-2

53. Microsoft Sway utilizes Responsive Design, which means

a. the software responds to hackers and other threats responsively.

b. what you create becomes the exclusive property of Microsoft.

c. your content only works with Microsoft-approved products.

d. your content adapts perfectly to any screen size.

ANSWER:

REFERENCES: Introduction to Sway

PA-6

54. In Sway, each storyline can include

a. text, images, and videos.

b. databases, word-processor documents, and spreadsheets.

Name :	Class :	Dat e:
<b>Productivity Apps</b>		
c. games, productivity apps	s, and home-office applications.	
d. other Sways.		
ANSWER:	а	
REFERENCES:	Creating a Sway presentation PA-6	
55. To add content to Sway from search a. purchase varying data	-	
b. left-click on the conten	at once.	
c. drag the content right i	nto Sway.	
d. press ALT-F4.	•	
ANSWER:	С	
	Adding Content to Build a Story PA-7	
•	es so that others can look at it.	
	hared through Office Mix.	
c. a data projector is require		
d. a link is shared with frien	ids and colleagues.	
ANSWER: d		
	naring an office Mix Presentation A-12	
57. In Office Mix, the Slide Notes feat memorizing a presentation.	ture works as a, to help you for	ocus on your content instead of
a. digital	assistant	
b. TelePr	rompTer	
c. calcula	ator	
d. spread	Isheet	
ANSWER:	a	
REFERENCES:	Capturing Video Clips PA-11	
58. In a Screen Recording, Office Mix	3	
a. often crashes any computer ru		
b. offers helpful suggestions to s	_	
	distract a user from a presentation.	
	ens in a selected part of the screen, to be adde	ed to a presentation.
ANSWER:	d	
REFERENCES:	Capturing Video Clips PA-11	

Name	Class	Dat
• •	:	e:

## **Productivity Apps**

- a. let a friend or colleage take a picture of it.
- b. upload it to your personal Office Mix dashboard.
- c. send the device via snail mail to whomever you want to present it to.
- d. sharing Office Mix presentations is currently unavailable.

ANSWER: b

REFERENCES: Sharing an Office Mix Presentation

PA-12

- 60. Microsoft Edge
  - a. has been discontinued in favor of an enhanced version of Internet Explorer.
  - b. is a cutting-edge word processing program.
  - c. is the default web browser for Windows 10, designed to replace Internet Explorer.
  - d. allows users to make high quality presentations to friends or colleagues.

ANSWER:

REFERENCES: Introduction to Microsoft Edge

PA-14

- 61. Consider the Hub in Microsoft Edge as
  - a. similar to using Office Mix.
  - b. a complete replacement for Microsoft Office.
  - c. a nuisance, to be ignored at all costs.
  - d. one-stop access to all the things you collect on the Web.

ANSWER:

REFERENCES: Browsing the Web with Microsoft Edge

PA-14

- 62. When Cortana is on in Microsoft Edge, it acts as a(n)
  - a. personal assistant.
  - b. template to draw on a web page with.
  - c. array of tools to make quality presentations.
  - d. place to store text, images, and videos.

ANSWER: a

REFERENCES: Locating Information with Cortana

PA-14

63. Microsoft OneNote is a \_\_\_\_\_\_ app for your academic and professional life.

a. spreadsheetb. notetakingc. databased. gaming

h

REFERENCES: Introduction to OneNote 2016

PA-2

ANSWER:

Name :		Clas	SS	Dat e:
Productivity	Apps			
64. OneNote	is divided i	nto sections similar to that of a		
	a.	spiral notebook.		
	b.	map		
	c.	compass		
	d.	desktop		
ANSWER:		а		
REFERENC	CES:	Creating a OneNote No PA-2	otebook	
65. The Mic	rosoft OneN	ote mobile app		
a.		ntracted for Microsoft by Google.		
b.		version of OneNote 2016.		
c.	is a lightw	eight version of OneNote 2016.		
d.	_	all Apple products.		
ANSWER:	3	C		
REFERENC	CES:	Syncing a Notebook to the PA-2	ne Cloud	
66. OneNote	e creates a D	rawing Canvas, which is		
a.		er for shapes and lines.		
b.	a person	al assistant.		
c.	a storylii	ne for interactive video content		
d.	.a telepro	ompter.		
ANSWER:		a		

REFERENCES: Syncing a Notebook to the Cloud

PA-2

67. Microsoft Sway utilizes Responsive Design, which means

- a. the software responds to hackers and other threats responsively.
- b. what you create becomes the exclusive property of Microsoft.
- c. your content only works with Microsoft-approved products.
- d. your content adapts perfectly to any screen size.

ANSWER:

REFERENCES: Introduction to Sway

PA-6

68. In Sway, each storyline can include

- a. text, images, and videos.
- b. databases, word-processor documents, and spreadsheets.
- c. games, productivity apps, and home-office applications.
- d. other Sways.

ANSWER: a

Name :		Class :	Dat e:
Productivity Apps			
REFERENCES:	Creating PA-6	a Sway presentation	
69. To add content to Swa	y from search results,	you	
a. purchase v	arying data plans from	Microsoft.	
b. left-click o	n the content once.		
c. drag the co	ontent right into Sway.		
d. press ALT	-F4.		
ANSWER:	С		
REFERENCES:	Adding Co PA-7	ontent to Build a Story	
70. To share a presentation	n through Office Mix,		
<ul> <li>a. users hold up</li> </ul>	their devices so that o	thers can look at it.	
	cannot be shared throu	igh Office Mix.	
	tor is required.		
	ed with friends and col	leagues.	
ANSWER:	d		
REFERENCES:	Sharing an o PA-12	office Mix Presentation	
71. In Office Mix, the Slic memorizing a presentation		as a, to help you fo	ocus on your content instead of
a.	digital assistant		
b.	TelePrompTer		
c.	calculator		
d.	spreadsheet		
ANSWER:	a		
REFERENCES:	Сар РА-	oturing Video Clips -11	
72. In a Screen Recording	, Office Mix		
a. often crashes any	computer running it.		
<ul> <li>b. offers helpful sug</li> </ul>	gestions to search quer	ries.	
c. filters out any spa	m that may distract a u	ser from a presentation.	
d. captures everything	ng that happens in a sel	ected part of the screen, to be adde	ed to a presentation.
ANSWER:	d		
REFERENCES:	Cap PA-	oturing Video Clips -11	
73. To share an Office Mi	x presentation,		

a. let a friend or colleage take a picture of it.

b. upload it to your personal Office Mix dashboard.

c. send the device via snail mail to whomever you want to present it to.

Name :	Class Dat : e:
Productivity Apps	
d. sharing Office	Mix presentations is currently unavailable.
ANSWER:	b
REFERENCES:	Sharing an Office Mix Presentation PA-12
74. Microsoft Edge	
	inued in favor of an enhanced version of Internet Explorer.
	word processing program.
	b browser for Windows 10, designed to replace Internet Explorer.
ANSWER:	nake high quality presentations to friends or colleagues.
REFERENCES:	Introduction to Microsoft Edge PA-14
	FA-14
75. Consider the Hub in M	Microsoft Edge as
	ng Office Mix.
b. a complete re	eplacement for Microsoft Office.
c. a nuisance, to	be ignored at all costs.
d. one-stop acce	ess to all the things you collect on the Web.
ANSWER:	d
REFERENCES:	Browsing the Web with Microsoft Edge PA-14
76. When Cortana is on in	n Microsoft Edge, it acts as a(n)
a. personal a	- , ,
b. template to	o draw on a web page with.
c. array of to	ools to make quality presentations.
d. place to ste	ore text, images, and videos.
ANSWER:	a
REFERENCES:	Locating Information with Cortana PA-14
Multiple Response	
77. Microsoft OneNote re	places physical, and with a searchable, digital notebook.
a.	notebooks
b.	. binders
c.	paper notes
d.	. computers
ANSWER:	a, b, c
REFERENCES:	Introduction to OneNote 2016 PA-2
78. OneNote captures you	ar ideas and schoolwork on any device so you can, and

:			<u> </u>	e:e		
<b>Productivity A</b>	<u>pps</u>					
a.	stay org	ganized				
b.		share notes				
c.	work w	work with others on projects				
d.	let othe	rs do your work for	r you.			
ANSWER:		a, b, c	;			
REFERENCES	S:	Introd PA-2	uction to OneN	ote 2016		
79. Each OneNo	ote notebool	k contains,	, and	<u>.</u>		
	a.	sections				
	b.	pages				
	c.	other notebook	S			
	d.	complete apps				
ANSWER:		a, b, c				
REFERENCE	S:	Creatir PA-2	ng a OneNote N	lotebook		
80. Sway lets you all that apply)	ou combine	which of the follow	ving onto a Sway	site that you can share and display on any device? (seld	ect	
11 37	a.	text				
	b.	images				
	c.	videos				
	d.	social med	lia			
ANSWER:			a, b, c, d			
REFERENCE	S:		Introduction to PA-6	o Sway		
81. With Sway,	you can (se	lect all that apply)				
•		the search results ri	•			
app.				ok or OneNote pictures and videos without leaving the		
•	-	r make Sways for y		<b>'.</b>		
	use copyrigl	hted material free o	of charge.			
ANSWER:	_	a, b	_			
REFERENCE	S:	Adding PA-7	Content to Buil	d a Story		
-		you can (select all t	that apply)			
	-	h only yourself				
-	he Sway on					
		k to the Sway site				
	a Sway site	by way of social n		cebook and Twitter.		
ANSWER:			a, b, c, d			

Class

Dat

Name

lame			Class :	Dat e:
Productivity	Apps			<del>-</del>
REFERENC	ES:		Sharing a Sway PA-8	
_	ice Mix, you d yourself o	u can (select all that apply) n video.	)	
b. captu	re still and i	noving images on your de	sktop.	
c. insert	t interactive	elements sucha as quizzes	and live webpages directly in	nto PowerPoint slides.
d. post j	presentation	s to OneDrive, but only on	ne viewer at a time can watch	them.
ANSWER:		a, b, c		
REFERENC	ES:	Introduct PA-10	ion to Office Mix	
84. Office Mi	x can suppo	* *	nted quizzes? (select all that ap	oply)
	a.	short answer		
	b.	true/false		
	c.	multiple choice		
	d.	multiple response		
ANSWER:		a, b, c, d		
REFERENC	ES:	Inserting Quizzes, L PA-12	ive Webpages, and Apps	
85. Office Mi	x will run o		systems/devices? (select all t	hat apply)
	a.	PCs		
	b.	Macs		
	c.	iOS devices		
	d.	Android devices		
ANSWER:		a, b, c, d		
REFERENC	ES:	Sharing an Offi PA-12	ce Mix Presentation	
			nd (select all that apply	y)
	rite on webp	e		
		s without advertisements a		
		ormation using a virtual pe		
d. w	ork seamles	sly in real time with collea	gues worldwide	
ANSWER:		a, b, c		
REFERENC	ES:	Introduction PA-14	to Microsoft Edge	
		_	t can assist users with (select a	all that apply)
a.		g words		
b.	. inding	the weather		

c.

suggesting coupons for shopping

updating stock market information

Name :			Class :	Dat e:
Productivity .	Apps			
ANSWER:		a, b, c, d		
REFERENC	ES:	Locating Info PA-14	rmation with Cortana	
	Edge allows		otate Web pages to (select all th	nat apply)
		age with only a fingertip	)	
	opy a screen			
d. d	raw on the so	creen, but not save the p	age or the drawing	
ANSWER:		a, b,	С	
REFERENC	ES:	Anno PA-1	tating Webpages 5	
89. Microsoft	OneNote rep		, and with a searc	hable, digital notebook.
	a.			
	b.	binders		
	c.	paper notes		
	d.	computers		
ANSWER:		a, b, c		
REFERENC	ES:	Introduction PA-2	on to OneNote 2016	
	_		on any device so you can	_,, and
a	•	ganized		
b				
C		with others on projects		
d	. let oth	ers do your work for you	1.	
ANSWER:	<b>5</b> 0	a, b, c		
REFERENC	ES:	PA-2	on to OneNote 2016	
91. Each Onel	Note noteboo	ok contains,	_, and	
	a.	sections		
	b.	pages		
	c.	other notebooks		
	d.	complete apps		
ANSWER:		a, b, c		
REFERENC	ES:	Creating a PA-2	OneNote Notebook	
92. Sway lets: all that apply)		e which of the following	onto a Sway site that you can	share and display on any device? (select
	a.	text		
	b.	images		

Name	Class	Dat
:	:	e:

## **Productivity Apps**

c. videos

d. social media

ANSWER: a, b, c, d

REFERENCES: Introduction to Sway

PA-6

- 93. With Sway, you can (select all that apply)
  - a. Drag content from the search results right into the Storyline.
  - b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
  - c. have your computer make Sways for you automatically.
  - d. legally use copyrighted material free of charge.

ANSWER: a, b

REFERENCES: Adding Content to Build a Story

PA-7

- 94. In sharing a Sway site, you can (select all that apply)
  - a. share a Sway with only yourself
  - b. post the Sway on Docs.com.
  - c. send friends a link to the Sway site
  - d. share a Sway site by way of social media, such as Facebook and Twitter.

ANSWER: a, b, c, d

REFERENCES: Sharing a Sway

PA-8

- 95. Using Office Mix, you can (select all that apply)
  - a. record yourself on video.
  - b. capture still and moving images on your desktop.
  - c. insert interactive elements such as quizzes and live webpages directly into PowerPoint slides.
  - d. post presentations to OneDrive, but only one viewer at a time can watch them.

ANSWER: a, b, c

REFERENCES: Introduction to Office Mix

PA-10

96. Office Mix can support which types of user-created quizzes? (select all that apply)

a. short answer

b. true/false

c. multiple choice

d. multiple response

ANSWER: a, b, c, d

REFERENCES: Inserting Quizzes, Live Webpages, and Apps

PA-12

97. Office Mix will run on which types of operating systems/devices? (select all that apply)

Name :	Class Da
Productivity Apps	
	a. PCs
	b. Macs
	c. iOS devices
	d. Android devices
ANSWER:	a, b, c, d
REFERENCES:	Sharing an Office Mix Presentation PA-12
	allows users to, and (select all that apply) webpages
	bpages without advertisements and other distractions
	or information using a virtual personal assistant
	amlessly in real time with colleagues worldwide
ANSWER: REFERENCES:	a, b, c Introduction to Microsoft Edge PA-14
a. d	s turned on in Microsoft Edge, it can assist users with (select all that apply) efining words
	nding the weather uggesting coupons for shopping
	pdating stock market information
ANSWER:	a, b, c, d
REFERENCES:	Locating Information with Cortana PA-14
a. insert t	e allows users who want to annotate Web pages to (select all that apply) yped notes
	n the page with only a fingertip
	screen image  1 the screen, but not save the page or the drawing
ANSWER:	a, b, c
REFERENCES:	Annotating Webpages PA-15
Completion	
101. OneNote is	
ANSWER:	A note-taking app for your academic and professional life.
REFERENCES:	Introduction to OneNote 2016 PA-2
102. Links to compa	nnion Sways that teach you how to use OneNote can be found at  www.cengagebrain.com.

Name :	Class :	Dat e:
<b>Productivity Apps</b>		
REFERENCES:	Creating a OneNote Notebook PA-2	
•	e typed notes, OneNote	
ANSWER:	stores drawings, converts handwriting to searchable text and records audio and video.	and mathematical sketches to equations,
REFERENCES:	Taking Notes PA-3	
104. If a notebook of	contains sensitive material, you can	
ANSWER:	password-protect some or all of the notebook so that onl	y certain people can open it.
REFERENCES:	Recording a Lecture PA-4	
•	w on a page, OneNote creates a	
ANSWER:	drawing canvas, which is a container for shapes	and lines.
REFERENCES:	Taking Notes PA-3	
	s your notes	
ANSWER:	every time you make a change in a noteboo	ok.
REFERENCES:	Syncing a Notebook to the Cloud PA-2	
107. A Sway site or	ganizes text, images, and video into a	
ANSWER:	responsive design, which means your content adapts pe	erfectly to any screen size.
REFERENCES:	Introduction to Sway PA-6	
108. You create a S ANSWER:	way by adding text and media content into a Storyline selection	etion, or
REFERENCES:	Creating a Sway Presentation PA-6	
•	s, videos, or documents in a Sway, select a card in the left p	pane and
ANSWER:	select the Insert Content button.	
REFERENCES:	Creating a Sway Presentation PA-6	
•	he Design button to display tools including	
ANSWER:	color palettes, font choices, animation emphasis effect	s, and style templates.
REFERENCES:	Designing a Sway PA-8	
	_ button to display your finished Sway presentation as a we	ebsite.
ANSWER:	Play	

Name :	Class :	Dat e:
<b>Productivity Apps</b>		
REFERENCES:	Publishing a Sway PA-8	
112. As the author, ANSWER:	you can edit a published Sway site by clicking the  Edit button	
REFERENCES:	Publishing a Sway PA-8	
113. Office Mix is a	1	
ANSWER:	free PowerPoint add-in from Microsoft that adds features to	PowerPoint.
REFERENCES:	Introduction to Office Mix PA-10	
• •	t a finished presentation to OneDrive, Office Mix	
ANSWER:	provides a link you can share with friends and colleagu	ues.
REFERENCES:	Introduction to Office Mix PA-10	
115. In Office Mix,	a clip is	
ANSWER:	a short segment of audio, such as music, or video.	
REFERENCES:	Capturing Video Clips PA-11	
116. Office Mix cre	ates video clips in two ways:	
ANSWER:	by recording live action on a webcam and by capturing screen	images and movements.
REFERENCES:	Capturing Video Clips PA-11	
117. To enhance and ANSWER:	d assess audience understanding, make your slides interactive by add quizzes, live webpages, and apps.	using Office Mix to
REFERENCES:	Inserting Quizzes, Live Webpages, and Apps PA-12	
118. When you com	nplete your work with Office Mix,	
ANSWER:	upload the presentation to your personal Office Mix dash	nboard.
REFERENCES:	Sharing an Office Mix Presentation PA-12	
119. Microsoft Edge		
ANSWER:	the name of the new Web browser built into Windows	10.
REFERENCES:	Introduction to Microsoft Edge PA-14	
-	e allows you to	
ANSWER:	search the Web faster, take Web notes, read webpages without assistance from Cortana.	distractions, and get instant

Name :		Class :	Dat e:
Productivity Apps			
REFERENCES:	Introduction to Microsoft PA-14	Edge	
Edge has a different	purpose:		y to view webpages. Today, Microsoft
ANSWER:	to promote interaction w	with the web and share its conter	nts with colleagues.
REFERENCES:	Locating Information v PA-14	vith Cortana	
	dge, you can switch to Readin		
ANSWER:		and research sites, to eliminate	distracting advertisements.
REFERENCES:	Browsing the Web with I PA-14	vicrosoft Edge	
	ub in Microsoft Edge as	·	
ANSWER:		cess to all the things you collec	et on the web.
REFERENCES:	Browsing the Web v PA-14	vith Microsoft Edge	
	-	features are the Web Note tools	
ANSWER:		write on a webpage or to highlig	ght text.
REFERENCES:	Annotating Webp PA-15	oages	
	inked pages with others using	• • • • • • • • • • • • • • • • • • • •	_·
ANSWER:	using	g the Share Web Note button.	
REFERENCES:	Anno PA-1	otating Webpages I5	
126. OneNote is			
ANSWER:	0 11	for your academic and profession	onal life.
REFERENCES:	Introduction to Or PA-2	neNote 2016	
_		ow to use OneNote can be found	d at
ANSWER:	`	gagebrain.com.	
REFERENCES:	Creating PA-2	a OneNote Notebook	
128. Beyond simple	typed notes, OneNote		
ANSWER:	stores drawings, converts h and records audio and vide		nd mathematical sketches to equations,
REFERENCES:	Taking Notes PA-3		
129. If a notebook c	ontains sensitive material, yo	u can	

name :	Class Dat : e:
<b>Productivity Apps</b>	
ANSWER:	password-protect some or all of the notebook so that only certain people can open i
REFERENCES:	Recording a Lecture PA-4
	v on a page, OneNote creates a
ANSWER:	drawing canvas, which is a container for shapes and lines.
REFERENCES:	Taking Notes PA-3
	your notes
ANSWER:	every time you make a change in a notebook.
REFERENCES:	Syncing a Notebook to the Cloud PA-2
	ganizes text, images, and video into a
ANSWER:	responsive design, which means your content adapts perfectly to any screen size.
REFERENCES:	Introduction to Sway PA-6
	way by adding text and media content into a Storyline selection, or
ANSWER:	card
REFERENCES:	Creating a Sway Presentation PA-6
-	s, videos, or documents in a Sway, select a card in the left pane and
ANSWER:	select the Insert Content button.
REFERENCES:	Creating a Sway Presentation PA-6
	ne Design button to display tools including
ANSWER: REFERENCES:	color palettes, font choices, animation emphasis effects, and style templates.  Designing a Sway
REFERENCES.	PA-8
	button to display your finished Sway presentation as a website.
ANSWER: REFERENCES:	Play
REFERENCES:	Publishing a Sway PA-8
	you can edit a published Sway site by clicking the
ANSWER:	Edit button
REFERENCES:	Publishing a Sway PA-8
138. Office Mix is a	
ANSWER:	free PowerPoint add-in from Microsoft that adds features to PowerPoint.

Name :	Class Dat : e:
Productivity Apps	
REFERENCES:	Introduction to Office Mix PA-10
139. When you post	a finished presentation to OneDrive, Office Mix
ANSWER:	provides a link you can share with friends and colleagues.
REFERENCES:	Introduction to Office Mix PA-10
140. In Office Mix,	a clip is
ANSWER:	a short segment of audio, such as music, or video.
REFERENCES:	Capturing Video Clips PA-11
	ates video clips in two ways:
ANSWER:	by recording live action on a webcam and by capturing screen images and movements.
REFERENCES:	Capturing Video Clips PA-11
142. To enhance and	d assess audience understanding, make your slides interactive by using Office Mix to
ANSWER:	add quizzes, live webpages, and apps.
REFERENCES:	Inserting Quizzes, Live Webpages, and Apps PA-12
143. When you com	plete your work with Office Mix,
ANSWER:	upload the presentation to your personal Office Mix dashboard.
REFERENCES:	Sharing an Office Mix Presentation PA-12
144. Microsoft Edge	e is
ANSWER:	the name of the new Web browser built into Windows 10.
REFERENCES:	Introduction to Microsoft Edge PA-14
145. Microsoft Edge	e allows you to
ANSWER:	search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.
REFERENCES:	Introduction to Microsoft Edge PA-14
	ted adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft purpose:
ANSWER:	to promote interaction with the web and share its contents with colleagues.
REFERENCES:	Locating Information with Cortana PA-14
147. In Microsoft E	dge, you can switch to Reading View, which

Name :		Class :	Dat e:
Productivity Apps			
ANSWER: REFERENCES:		t news and research sites, to eliminate do with Microsoft Edge	istracting advertisements.
148. Consider the Hi ANSWER: REFERENCES:	•	as stop access to all the things you collect Web with Microsoft Edge	on the web.
149. One of the mos ANSWER: REFERENCES:	which you	t Edge features are the Web Note tools, use to write on a webpage or to highligh Webpages	
150. You can share i ANSWER: REFERENCES:	nked pages with other	using Microsoft Edge by using the Share Web Note button. Annotating Webpages PA-15	·