

Productivity Apps

True / False

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

- a. True
- b. 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. True
- b. False

ANSWER: True

REFERENCES: PA-4
Recording a Lecture

4. Microsoft Sway is available as an app on Office365 or at Sway.com.

- a. True
- b. 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. True
- b. 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. True
- b. False

ANSWER: False

REFERENCES: Introduction to Sway
PA-6

Productivity Apps

7. Office Mix is an add-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 notes, and screen recordings can be added to PowerPoint presentations.

- a. True
- b. False

ANSWER: True

REFERENCES: Capturing Video Clips
PA-11

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.

- a. True
- b. False

ANSWER: False

REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.

- a. True
- b. False

ANSWER: False

REFERENCES: Introduction to Microsoft Edge
PA-14

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.

- a. True
- b. False

ANSWER: True

REFERENCES: Locating Information with Cortana
PA-14

12. Microsoft Edge will allow users to save webpages, but they cannot be written on.

- a. True
- b. False

ANSWER: False

REFERENCES: Annotating Webpages
PA-15

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

- a. True

Productivity Apps

- b. False

ANSWER:

False

REFERENCES:

PA-2

Syncing a Notebook to the Cloud

14. 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

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

- a. True

- b. False

ANSWER:

True

REFERENCES:

PA-4

Recording a Lecture

16. Microsoft Sway is available as an app on Office365 or at Sway.com.

- a. True

- b. False

ANSWER:

True

REFERENCES:

Introduction to Sway

PA-6

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

- a. True

- b. False

ANSWER:

False

REFERENCES:

Creating a Sway Presentation

PA-6

18. Sway will not resize background images, 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 Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.

- a. True

- b. False

Productivity Apps

ANSWER: True
REFERENCES: Introduction to Office
PA-10

20. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.

- a. True
- b. False

ANSWER: True
REFERENCES: Capturing Video Clips
PA-11

21. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.

- a. True
- b. False

ANSWER: False
REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12

22. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.

- a. True
- b. False

ANSWER: False
REFERENCES: Introduction to Microsoft Edge
PA-14

23. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.

- a. True
- b. False

ANSWER: True
REFERENCES: Locating Information with Cortana
PA-14

24. Microsoft Edge will allow users to save webpages, but they cannot be written on.

- a. True
- b. False

ANSWER: False
REFERENCES: Annotating Webpages
PA-15

Modified True / False

25. Each OneNote notebook is divided into sections, also called Section Tabs. _____

ANSWER: True

Productivity Apps

REFERENCES: Introduction to OneNote 2016
PA-2

26. It is possible, through OneNote, to draw directly on the screen using drawing tools. _____

ANSWER: True

REFERENCES: Introduction to OneNote 2016
PA-2

27. OneNote only allows one type of project to be stored at a time. _____

ANSWER: False -

REFERENCES: Creating a OneNote Notebook
PA-2

28. A Sway site can be shared on Microsoft-approved devices only. _____

ANSWER: False -

REFERENCES: PA-6
Introduction to Sway

29. Storyline selections, called Frames, allow users to add content. _____

ANSWER: False -

REFERENCES: Creating a Sway Presentation
PA-6

30. Users can add Facebook 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 account is necessary at mix.office.com. _____

ANSWER: True

REFERENCES: Adding Office Mix to PowerPoint
PA-10

32. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. _____

ANSWER: False -

REFERENCES: PA-10
Adding Office Mix to PowerPoint

33. Using Office Mix, screen recordings can be captured and used to help enhance a presentation.

ANSWER: True

REFERENCES: Capturing Video Clips
PA-11

Productivity Apps

34. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. _____

ANSWER: False -

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

35. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. _____

ANSWER: True

REFERENCES: Annotating Webpages
PA-15

36. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer. _____

ANSWER: True

REFERENCES: Annotating Webpages
PA-15

37. Each OneNote notebook is divided into sections, also called Section Tabs. _____

ANSWER: True

REFERENCES: Introduction to OneNote 2016
PA-2

38. It is possible, through OneNote, to draw directly on the screen using drawing tools. _____

ANSWER: True

REFERENCES: Introduction to OneNote 2016
PA-2

39. OneNote only allows one type of project to be stored at a time. _____

ANSWER: False -

REFERENCES: Creating a OneNote Notebook
PA-2

40. A Sway site can be shared on Microsoft-approved devices only. _____

ANSWER: False -

REFERENCES: PA-6
Introduction to Sway

41. Storyline selections, called Frames, allow users to add content. _____

ANSWER: False -

REFERENCES: Creating a Sway Presentation
PA-6

42. Users can add Facebook or OneNote pictures in Sway without leaving the app. _____

Productivity Apps

ANSWER: True
REFERENCES: Adding Content to Build a Story
PA-7

43. To use Office Mix, an account is necessary at mix.office.com. _____

ANSWER: True
REFERENCES: Adding Office Mix to PowerPoint
PA-10

44. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. _____

ANSWER: False -
REFERENCES: PA-10
Adding Office Mix to PowerPoint

45. Using Office Mix, screen recordings can be captured and used to help enhance a presentation.

ANSWER: True
REFERENCES: Capturing Video Clips
PA-11

46. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. _____

ANSWER: False -
REFERENCES: Browsing the Web with Microsoft Edge
PA-14

47. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. _____

ANSWER: True
REFERENCES: Annotating Webpages
PA-15

48. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer.

ANSWER: True
REFERENCES: Annotating Webpages
PA-15

Multiple Choice

49. Microsoft OneNote is a _____ app for your academic and professional life.

- a. spreadsheet
- b. notetaking
- c. database
- d. gaming

Productivity Apps

ANSWER: b
REFERENCES: Introduction to OneNote 2016
PA-2

50. OneNote is divided into sections similar to that of a
- a. spiral notebook.
 - b. map
 - c. compass
 - d. desktop

ANSWER: a
REFERENCES: Creating a OneNote Notebook
PA-2

51. The Microsoft OneNote mobile app
- a. was subcontracted for Microsoft by Google.
 - b. runs a full version of OneNote 2016.
 - c. is a lightweight version of OneNote 2016.
 - d. syncs with all Apple products.

ANSWER: c
REFERENCES: Syncing a Notebook to the Cloud
PA-2

52. OneNote creates a Drawing Canvas, which is
- a. a container for shapes and lines.
 - b. a personal assistant.
 - c. a storyline for interactive video content
 - d. a teleprompter.

ANSWER: a
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: d
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.

Productivity Apps

- c. games, productivity apps, and home-office applications.
- d. other Sways.

ANSWER: a

REFERENCES: Creating a Sway presentation
PA-6

55. To add content to Sway from search results, you

- a. purchase varying data plans from Microsoft.
- b. left-click on the content once.
- c. drag the content right into Sway.
- d. press ALT-F4.

ANSWER: c

REFERENCES: Adding Content to Build a Story
PA-7

56. To share a presentation through Office Mix,

- a. users hold up their devices so that others can look at it.
- b. Presentations cannot be shared through Office Mix.
- c. a data projector is required.
- d. a link is shared with friends and colleagues.

ANSWER: d

REFERENCES: Sharing an office Mix Presentation
PA-12

57. In Office Mix, the Slide Notes feature works as a _____, to help you focus on your content instead of memorizing a presentation.

- a. digital assistant
- b. TelePrompTer
- c. calculator
- d. spreadsheet

ANSWER: a

REFERENCES: Capturing Video Clips
PA-11

58. In a Screen Recording, Office Mix

- a. often crashes any computer running it.
- b. offers helpful suggestions to search queries.
- c. filters out any spam that may distract a user from a presentation.
- d. captures everything that happens in a selected part of the screen, to be added to a presentation.

ANSWER: d

REFERENCES: Capturing Video Clips
PA-11

59. To share an Office Mix presentation,

Productivity Apps

- a. let a friend or colleague 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:

c

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:

d

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. spreadsheet
- b. notetaking
- c. database
- d. gaming

ANSWER:

b

REFERENCES:

Introduction to OneNote 2016
PA-2

Productivity Apps

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

- a. spiral notebook.
- b. map
- c. compass
- d. desktop

ANSWER: a

REFERENCES: Creating a OneNote Notebook
PA-2

65. The Microsoft OneNote mobile app

- a. was subcontracted for Microsoft by Google.
- b. runs a full version of OneNote 2016.
- c. is a lightweight version of OneNote 2016.
- d. syncs with all Apple products.

ANSWER: c

REFERENCES: Syncing a Notebook to the Cloud
PA-2

66. OneNote creates a Drawing Canvas, which is

- a. a container for shapes and lines.
- b. a personal assistant.
- c. a storyline for interactive video content
- d. a teleprompter.

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: d

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

Productivity Apps

REFERENCES: Creating a Sway presentation
PA-6

69. To add content to Sway from search results, you
- purchase varying data plans from Microsoft.
 - left-click on the content once.
 - drag the content right into Sway.
 - press ALT-F4.

ANSWER: c

REFERENCES: Adding Content to Build a Story
PA-7

70. To share a presentation through Office Mix,
- users hold up their devices so that others can look at it.
 - Presentations cannot be shared through Office Mix.
 - a data projector is required.
 - a link is shared with friends and colleagues.

ANSWER: d

REFERENCES: Sharing an office Mix Presentation
PA-12

71. In Office Mix, the Slide Notes feature works as a _____, to help you focus on your content instead of memorizing a presentation.

- digital assistant
- TelePrompTer
- calculator
- spreadsheet

ANSWER: a

REFERENCES: Capturing Video Clips
PA-11

72. In a Screen Recording, Office Mix

- often crashes any computer running it.
- offers helpful suggestions to search queries.
- filters out any spam that may distract a user from a presentation.
- captures everything that happens in a selected part of the screen, to be added to a presentation.

ANSWER: d

REFERENCES: Capturing Video Clips
PA-11

73. To share an Office Mix presentation,

- let a friend or colleague take a picture of it.
- upload it to your personal Office Mix dashboard.
- send the device via snail mail to whomever you want to present it to.

Productivity Apps

- d. sharing Office Mix presentations is currently unavailable.

ANSWER: b

REFERENCES: Sharing an Office Mix Presentation
PA-12

74. 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: c

REFERENCES: Introduction to Microsoft Edge
PA-14

75. 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: d

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

76. 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

Multiple Response

77. Microsoft OneNote replaces 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 your ideas and schoolwork on any device so you can _____, _____, and _____.

Productivity Apps

- a. stay organized
- b. share notes
- c. work with others on projects
- d. let others do your work for you.

ANSWER: a, b, c

REFERENCES: Introduction to OneNote 2016
PA-2

79. Each OneNote notebook contains _____, _____, and _____.

- a. sections
- b. pages
- c. other notebooks
- d. complete apps

ANSWER: a, b, c

REFERENCES: Creating a OneNote Notebook
PA-2

80. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)

- a. text
- b. images
- c. videos
- d. social media

ANSWER: a, b, c, d

REFERENCES: Introduction to Sway
PA-6

81. 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

82. 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

Productivity Apps

REFERENCES: Sharing a Sway
PA-8

83. 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

84. 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

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

- a. PCs
- b. Macs
- c. iOS devices
- d. Android devices

ANSWER: a, b, c, d

REFERENCES: Sharing an Office Mix Presentation
PA-12

86. Microsoft Edge allows users to _____, _____, and _____. (select all that apply)

- a. write on webpages
- b. read webpages without advertisements and other distractions
- c. search for information using a virtual personal assistant
- d. work seamlessly in real time with colleagues worldwide

ANSWER: a, b, c

REFERENCES: Introduction to Microsoft Edge
PA-14

87. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)

- a. defining words
- b. finding the weather
- c. suggesting coupons for shopping
- d. updating stock market information

Productivity Apps

ANSWER: a, b, c, d
REFERENCES: Locating Information with Cortana
PA-14

88. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)
- a. insert typed notes
 - b. draw on the page with only a fingertip
 - c. copy a screen image
 - d. draw on the screen, but not save the page or the drawing

ANSWER: a, b, c
REFERENCES: Annotating Webpages
PA-15

89. Microsoft OneNote replaces 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

90. OneNote captures your ideas and schoolwork on any device so you can _____, _____, and _____.
- a. stay organized
 - b. share notes
 - c. work with others on projects
 - d. let others do your work for you.

ANSWER: a, b, c
REFERENCES: Introduction to OneNote 2016
PA-2

91. Each OneNote notebook contains _____, _____, and _____.
- a. sections
 - b. pages
 - c. other notebooks
 - d. complete apps

ANSWER: a, b, c
REFERENCES: Creating a OneNote Notebook
PA-2

92. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
- a. text
 - b. images

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)

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

98. Microsoft Edge allows users to _____, _____, and _____. (select all that apply)

- a. write on webpages
- b. read webpages without advertisements and other distractions
- c. search for information using a virtual personal assistant
- d. work seamlessly in real time with colleagues worldwide

ANSWER: a, b, c

REFERENCES: Introduction to Microsoft Edge
PA-14

99. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)

- a. defining words
- b. finding the weather
- c. suggesting coupons for shopping
- d. updating stock market information

ANSWER: a, b, c, d

REFERENCES: Locating Information with Cortana
PA-14

100. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)

- a. insert typed notes
- b. draw on the page with only a fingertip
- c. copy a screen image
- d. draw on 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 companion Sways that teach you how to use OneNote can be found at _____.

ANSWER: www.cengagebrain.com.

Productivity Apps

REFERENCES: Creating a OneNote Notebook
PA-2

103. Beyond simple typed notes, OneNote _____.

ANSWER: stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

REFERENCES: Taking Notes
PA-3

104. If a notebook contains sensitive material, you can _____.

ANSWER: password-protect some or all of the notebook so that only certain people can open it.

REFERENCES: Recording a Lecture
PA-4

105. When you draw on a page, OneNote creates a _____.

ANSWER: drawing canvas, which is a container for shapes and lines.

REFERENCES: Taking Notes
PA-3

106. OneNote saves your notes _____.

ANSWER: every time you make a change in a notebook.

REFERENCES: Syncing a Notebook to the Cloud
PA-2

107. A Sway site organizes 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

108. You create a Sway by adding text and media content into a Storyline selection, or

ANSWER: card

REFERENCES: Creating a Sway Presentation
PA-6

109. To add pictures, 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

110. In Sway, use the Design button to display tools including _____.

ANSWER: color palettes, font choices, animation emphasis effects, and style templates.

REFERENCES: Designing a Sway
PA-8

111. Use the _____ button to display your finished Sway presentation as a website.

ANSWER: Play

Productivity Apps

REFERENCES: Publishing a Sway
PA-8

112. As the author, you can edit a published Sway site by clicking the _____.

ANSWER: Edit button

REFERENCES: Publishing a Sway
PA-8

113. Office Mix is a _____.

ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.

REFERENCES: Introduction to Office Mix
PA-10

114. 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

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 creates 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 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

118. When you complete your work with Office Mix, _____.

ANSWER: upload the presentation to your personal Office Mix dashboard.

REFERENCES: Sharing an Office Mix Presentation
PA-12

119. Microsoft Edge is _____.

ANSWER: the name of the new Web browser built into Windows 10.

REFERENCES: Introduction to Microsoft Edge
PA-14

120. Microsoft Edge allows you to _____.

ANSWER: search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.

Productivity Apps

REFERENCES: Introduction to Microsoft Edge
PA-14

121. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: _____.

ANSWER: to promote interaction with the web and share its contents with colleagues.

REFERENCES: Locating Information with Cortana
PA-14

122. In Microsoft Edge, you can switch to Reading View, which _____.

ANSWER: is available for most news and research sites, to eliminate distracting advertisements.

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

123. Consider the Hub in Microsoft Edge as _____.

ANSWER: providing one-stop access to all the things you collect on the web.

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

124. One of the most impressive Microsoft Edge features are the Web Note tools, _____.

ANSWER: which you use to write on a webpage or to highlight text.

REFERENCES: Annotating Webpages
PA-15

125. You can share inked pages with others using Microsoft Edge by _____.

ANSWER: using the Share Web Note button.

REFERENCES: Annotating Webpages
PA-15

126. OneNote is _____.

ANSWER: A note-taking app for your academic and professional life.

REFERENCES: Introduction to OneNote 2016
PA-2

127. Links to companion Swags that teach you how to use OneNote can be found at _____.

ANSWER: www.cengagebrain.com.

REFERENCES: Creating a OneNote Notebook
PA-2

128. Beyond simple typed notes, OneNote _____.

ANSWER: stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

REFERENCES: Taking Notes
PA-3

129. If a notebook contains sensitive material, you can _____.

Productivity Apps

ANSWER: password-protect some or all of the notebook so that only certain people can open it.

REFERENCES: Recording a Lecture
PA-4

130. When you draw on a page, OneNote creates a _____.

ANSWER: drawing canvas, which is a container for shapes and lines.

REFERENCES: Taking Notes
PA-3

131. OneNote saves your notes _____.

ANSWER: every time you make a change in a notebook.

REFERENCES: Syncing a Notebook to the Cloud
PA-2

132. A Sway site organizes 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

133. You create a Sway by adding text and media content into a Storyline selection, or

ANSWER: card

REFERENCES: Creating a Sway Presentation
PA-6

134. To add pictures, 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

135. In Sway, use the Design button to display tools including _____.

ANSWER: color palettes, font choices, animation emphasis effects, and style templates.

REFERENCES: Designing a Sway
PA-8

136. Use the _____ button to display your finished Sway presentation as a website.

ANSWER: Play

REFERENCES: Publishing a Sway
PA-8

137. As the author, 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.

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

141. Office Mix creates 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

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ANSWER: add quizzes, live webpages, and apps.

REFERENCES: Inserting Quizzes, Live Webpages, and Apps
PA-12

143. When you complete your work with Office Mix, _____.

ANSWER: upload the presentation to your personal Office Mix dashboard.

REFERENCES: Sharing an Office Mix Presentation
PA-12

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ANSWER: the name of the new Web browser built into Windows 10.

REFERENCES: Introduction to Microsoft Edge
PA-14

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REFERENCES: Introduction to Microsoft Edge
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146. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: _____.

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REFERENCES: Locating Information with Cortana
PA-14

147. In Microsoft Edge, you can switch to Reading View, which _____.

Name _____ Class _____ Date _____
: _____ : _____ e: _____

Productivity Apps

ANSWER: is available for most news and research sites, to eliminate distracting advertisements.

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

148. Consider the Hub in Microsoft Edge as _____.

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PA-15

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REFERENCES: Annotating Webpages
PA-15