

Your Office Microsoft 2010 Vol 1, 2e (Kinser)

Common Features, Workshop 1: Understanding the Common Features of Microsoft Office

1) Microsoft Word is a(n) _____ application.

- A) presentation
- B) spreadsheet
- C) planner and note taking
- D) word processing

Answer: D

Diff: 1

Ref: Working with the Office Interface and the Ribbon

2) Items such as pictures, clip art, SmartArt, shapes, and charts that you can add to a Word document are called _____.

- A) graphics
- B) photos
- C) images
- D) art

Answer: A

Diff: 1

Ref: Working with the Office Interface and the Ribbon

3) Microsoft Excel is a(n) _____ application.

- A) spreadsheet
- B) presentation
- C) database
- D) desktop publishing

Answer: A

Diff: 1

Ref: Working with the Office Interface and the Ribbon

4) Files created by Excel are called _____.

- A) workbooks
- B) databases
- C) documents
- D) worksheets

Answer: A

Diff: 1

Ref: Working with the Office Interface and the Ribbon

5) Microsoft PowerPoint is a(n) _____ application.

- A) planner and note taking
- B) information management
- C) spreadsheet
- D) presentation

Answer: D

Diff: 1

Ref: Working with the Office Interface and the Ribbon

6) Microsoft Outlook is a(n) _____ program.

- A) information management
- B) presentation
- C) spreadsheet
- D) database

Answer: A

Diff: 1

Ref: Working with the Office Interface and the Ribbon

7) The application in the Microsoft Office suite that would be used to develop and maintain databases is called _____.

- A) Publisher
- B) Excel
- C) Access
- D) OneNote

Answer: C

Diff: 2

Ref: Working with the Office Interface and the Ribbon

8) Judy needs to create brochures, newsletters and postcards for her home business. She should use the Microsoft _____ program.

- A) Excel
- B) PowerPoint
- C) Outlook
- D) Publisher

Answer: D

Diff: 2

Ref: Working with the Office Interface and the Ribbon

9) A(n) _____ displays when you move your mouse pointer over an icon in the taskbar.

- A) message box
- B) document
- C) dialog box
- D) thumbnail

Answer: D

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

10) In Word, the _____ view shows how the document appears as a web page.

- A) Print Layout
- B) Browser Layout
- C) Outline layout
- D) Web Layout

Answer: D

Diff: 2

Ref: Starting and Exploring Office Programs and Common Window Elements

11) You can quickly switch between the views in Word by using the View buttons located on the right side of the _____.

- A) title bar
- B) scroll bar
- C) taskbar
- D) status bar

Answer: D

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

12) The two tabs all Microsoft Office applications have in common are the _____.

- A) Home tab and the Charts tab
- B) Home tab and the File tab
- C) Design tab and the File tab
- D) Insert tab and the Mailing tab

Answer: B

Diff: 3

Ref: Using the Ribbon

13) The Formulas tab is specific to the _____ application.

- A) Excel
- B) Access
- C) Publisher
- D) OneNote

Answer: A

Diff: 1

Ref: Using the Ribbon

14) The Minimize Ribbon button is a _____ button that reduces the Ribbon to a single line.

- A) checkbox
- B) radio
- C) toggle
- D) switch

Answer: C

Diff: 2

Ref: Using the Ribbon

15) A(n) _____ is a set of menu options that appear when you click the More button next to a Ribbon button.

- A) option list
- B) gallery
- C) setup box
- D) window

Answer: B

Diff: 1

Ref: Using the Ribbon

16) A(n) _____ pane is a smaller window pane that sometimes appears at the side of the program window and offers options or helps you navigate through completing a task or feature.

- A) option
- B) task
- C) dialog
- D) information

Answer: B

Diff: 1

Ref: Using the Ribbon

17) The _____ opens a dialog box, which provides more options or settings beyond those provided on the Ribbon.

- A) Dialog Pane
- B) TaskBar
- C) Dialog Box Launcher
- D) Task Pane

Answer: C

Diff: 2

Ref: Using the Ribbon

18) _____ options allow you to select more than one option.

- A) Mini toolbar
- B) Radio button
- C) Check box
- D) Keyboard shortcut

Answer: C

Diff: 1

Ref: Using Contextual Tools

19) A _____ option allows you to select ONLY one option.

- A) Mini toolbar
- B) Check box
- C) radio button
- D) Keyboard shortcut

Answer: C

Diff: 1

Ref: Using Contextual Tools

20) When text is selected, a(n) _____ appears.

- A) Mini toolbar
- B) option box
- C) dialog box
- D) contextual tab

Answer: A

Diff: 1

Ref: Using Contextual Tools

21) A list of commands related to a selection that appears when you right-click is called a(n)

- _____.
- A) shortcut menu
 - B) dialog box
 - C) Mini toolbar
 - D) option menu

Answer: A

Diff: 1

Ref: Using Contextual Tools

22) To close an unwanted shortcut menu or gallery menu without making a selection, press the _____ key.

- A) Shift
- B) ESC
- C) Enter
- D) Alt

Answer: B

Diff: 2

Ref: Using Contextual Tools

23) As you work, you should save your work at least every _____.

- A) two minutes
- B) twenty minutes
- C) ten minutes
- D) thirty minutes

Answer: C

Diff: 1

Ref: Using Contextual Tools

24) Until you save your work, it is stored in the _____ memory on your computer.

- A) hard drive
- B) temporary
- C) CD drive
- D) USB flash drive

Answer: B

Diff: 1

Ref: Working with Files

25) Three ways to save a file are to use the Save button on the Quick Access Toolbar, use the Save command on the Backstage view, and use the keyboard shortcut key _____.

- A) ESC+S
- B) Tab+S
- C) Alt+S
- D) Ctrl+S

Answer: D

Diff: 1

Ref: Working with Files

26) Microsoft Office file names can be up to _____ characters, including the extension and the number of characters in the file path.

- A) 255
- B) 50
- C) 300
- D) 25

Answer: A

Diff: 1

Ref: Working with Files

27) Special characters you can NOT use in file names are _____.

- A) ? / | < > * : ~
- B) ? " / | < > * :
- C) ? " / | < > ; :
- D) ? " ^ | < > :

Answer: B

Diff: 3

Ref: Working with Files

28) One-click access to the most commonly used commands, such as saving a file and undoing recent actions is available on the _____.

- A) Task bar
- B) Ribbon
- C) Quick Access Toolbar
- D) Mini toolbar

Answer: C

Diff: 1

Ref: Working with Files

29) When you open a file in _____, you must click the Enable Editing button before you can edit, save, or print the contents.

- A) Shield View
- B) Safeguard View
- C) Defensive View
- D) Protected View

Answer: D

Diff: 1

Ref: Working with Files

30) An online workspace provided by Microsoft is called the Windows Live _____.

- A) SkyDrive
- B) OnlineDrive
- C) Windows Drive
- D) WorkPlace

Answer: A

Diff: 1

Ref: Sharing Files Using Windows Live SkyDrive

31) According to the textbook, Microsoft provides _____ of free password protected online storage.

- A) 25 GB
- B) 250 GB
- C) 100 MB
- D) 25 MB

Answer: A

Diff: 1

Ref: Sharing Files Using Windows Live SkyDrive

32) Files saved to an online workspace can be edited by _____.

- A) only two people at the same time
- B) more than one person, but NOT at the same time
- C) more than one person at the same time
- D) only one person at a time

Answer: C

Diff: 2

Ref: Sharing Files Using Windows Live SkyDrive

33) The small window that displays descriptive text when you put the mouse pointer on an object or button is called a(n) _____.

- A) ContextualTip
- B) ScreenTip
- C) OptionTip
- D) HelpTip

Answer: B

Diff: 1

Ref: Getting Help

34) In each program's _____ window, you can find step-by-step instructions for specific procedures.

- A) Assistance
- B) Support
- C) Help
- D) Utility

Answer: C

Diff: 1

Ref: Getting Help

35) _____ is the short cut key to access the Help window.

- A) F2
- B) F8
- C) F3
- D) F1

Answer: D

Diff: 1

Ref: Getting Help

36) A paper copy of a document, spreadsheet, or presentation is called a(n) _____.

- A) soft copy
- B) hard copy
- C) page copy
- D) print copy

Answer: B

Diff: 1

Ref: Printing a File

37) To avoid wasting ink and paper, you should do a _____ before printing.

- A) document view
- B) page preview
- C) page view
- D) print preview

Answer: D

Diff: 1

Ref: Printing a File

38) When you close a program, if you have made changes to the file, a dialog box opens, asking if you wish to _____ your changes.

- A) import
- B) discard
- C) copy
- D) save

Answer: D

Diff: 1

Ref: Exiting Programs

39) When you are finished with a program, you should _____ the program to save system resources.

- A) remove
- B) exit
- C) minimize
- D) switch

Answer: B

Diff: 1

Ref: Exiting Programs

40) Microsoft OneNote is a program used to develop presentation slides.

Answer: FALSE

Diff: 1

Ref: Working with the Office Interface and the Ribbon

41) Access is a two-dimensional database program known as a relational database.

Answer: FALSE

Diff: 3

Ref: Working with the Office Interface and the Ribbon

42) Though each application in the Microsoft Office suite has common features in the user interface, each also has features specific to that application.

Answer: TRUE

Diff: 3

Ref: Working with the Office Interface and the Ribbon

43) You can only open ONE Microsoft application at one time.

Answer: FALSE

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

44) In Word, the file you create is called a document.

Answer: TRUE

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

45) In Excel, you have to add columns and rows to the document window before starting your spreadsheet.

Answer: FALSE

Diff: 2

Ref: Starting and Exploring Office Programs and Common Window Elements

46) In a new Excel spreadsheet, the active cell is the last cell of the first row.

Answer: FALSE

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

47) One method of switching between Windows is to use Alt+Tab.

Answer: TRUE

Diff: 2

Ref: Starting and Exploring Office Programs and Common Window Elements

48) The three buttons at the top right of each Microsoft Office application's title bar are called the Minimize button, the Restore Down or Maximize button, and the Open button.

Answer: FALSE

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

49) The Maximize button at the far right of the application's title bar expands the window to its full size.

Answer: TRUE

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

50) The zoom level on a Word document only affects your view of the document, not the printed output.

Answer: TRUE

Diff: 2

Ref: Starting and Exploring Office Programs and Common Window Elements

51) When the zoom level is set to 300%, vertical or horizontal scroll bars will display to make it possible to adjust what is displayed in the window.

Answer: TRUE

Diff: 3

Ref: Starting and Exploring Office Programs and Common Window Elements

52) Clicking any button on the Ribbon will produce an action ONLY if you are in the right layout view.

Answer: FALSE

Diff: 2

Ref: Using the Ribbon

53) The right mouse button provides options from which you can choose, instead of initiating or performing an action.

Answer: TRUE

Diff: 2

Ref: Using the Ribbon

54) Backstage view gives you access to document level features of your file.

Answer: FALSE

Diff: 2

Ref: Using the Ribbon

55) An arrow next to a button in the Ribbon is an indicator that more options are available

Answer: TRUE

Diff: 1

Ref: Using the Ribbon

56) The Dialog Box Launcher opens a gallery of menu options.

Answer: FALSE

Diff: 1

Ref: Using the Ribbon

57) Unlike a radio button option, ONLY one check box option can be selected.

Answer: FALSE

Diff: 1

Ref: Using Contextual Tools

58) A Mini toolbar appears after text is selected and contains buttons for the most commonly used formatting commands.

Answer: TRUE

Diff: 1

Ref: Using Contextual Tools

59) A shortcut menu appears when an object or text is selected.

Answer: FALSE

Diff: 1

Ref: Using Contextual Tools

60) To prevent loss of work, you must save the work before exiting a program or turning off the computer.

Answer: TRUE

Diff: 1

Ref: Working with Files

61) File names can ONLY be 12 characters long, excluding the extension.

Answer: FALSE

Diff: 1

Ref: Working with Files

62) Windows Live SkyDrive is a free online file storage area that provides you with up to 25 GB of password protected storage space.

Answer: TRUE

Diff: 1

Ref: Sharing Files Using Windows Live SkyDrive

63) A print preview allows you to see how a printed document will look so that you can correct any problems before wasting paper and ink.

Answer: TRUE

Diff: 2

Ref: Printing a File

64) To save system resources and keep your Windows desktop and taskbar uncluttered, you should always exit a program when you are finished using it.

Answer: TRUE

Diff: 1

Ref: Exiting Programs

65) Microsoft Office 2010 is a suite of productivity _____ or programs.

Answer: applications

Diff: 2

Ref: Working with the Office Interface and the Ribbon

66) The Microsoft Office application that is referred to as an information management program is _____.

Answer: Outlook

Diff: 1

Ref: Working with the Office Interface and the Ribbon

67) When you move your mouse pointer over one of the taskbar icons, a(n) _____ is displayed.

Answer: thumbnail

Diff: 2

Ref: Starting and Exploring Office Programs and Common Window Elements

68) If you need to see more of a documents contents, you can _____ out.

Answer: zoom

Diff: 1

Ref: Starting and Exploring Office Programs and Common Window Elements

69) A(n) _____ button turns on a feature if you click it once, then turns the same feature off if you click it a second time.

Answer: toggle

Diff: 1

Ref: Using the Ribbon

70) The options that appear on the _____ change depending on where the mouse pointer is located.

Answer: shortcut menu

Diff: 2

Ref: Using the Ribbon

71) The feature that allows you to see how formatting looks before you apply it is called the _____ feature.

Answer: Live Preview

Diff: 1

Ref: Using the Ribbon

72) The _____ opens a corresponding dialog box or task pane which provides more options or settings beyond those available in the Ribbon.

Answer: Dialog Box Launcher

Diff: 1

Ref: Using the Ribbon

73) When text is selected, a(n) _____ with the most commonly used formatting commands appears.

Answer: Mini toolbar

Diff: 1

Ref: Using Contextual Tools

74) A Ribbon tab that contains commands related to selected objects so that you can manipulate, edit and format the objects is called a(n) _____ tab.

Answer: contextual

Diff: 2

Ref: Using Contextual Tools

75) A(n) _____ is a list of commands that appears when you right-click.

Answer: shortcut menu

Diff: 1

Ref: Using Contextual Tools

76) If the computer is turned off or experiences a power failure, a feature that will attempt to recover your files is called the _____ feature.

Answer: AutoRecovery

Diff: 1

Ref: Working with Files

77) File names can include a maximum of _____ characters, including the extension.

Answer: 255

Diff: 1

Ref: Working with Files

78) A file name includes the name you specify for the file and a file _____ that is assigned by the Office program to indicate the file type.

Answer: extension

Diff: 2

Ref: Working with Files

79) Files names can include uppercase and lowercase letters, numbers, hyphens, spaces and some _____ in any combination, except for ? " / | < > * and :.

Answer: special characters

Diff: 3

Ref: Working with Files

80) The _____ provides one-click access to commonly used commands.

Answer: Quick Access Toolbar

Diff: 2

Ref: Working with Files

81) When you open a file in _____, you can see and read the file, but you CANNOT edit, save, or print the contents until you enable editing.

Answer: Protected view

Diff: 2

Ref: Working with Files

82) Using the Save & Send tab in the _____ view, you can easily e-mail a copy of your file to a friend.

Answer: Backstage

Diff: 1

Ref: Sharing Files Using Windows Live SkyDrive

83) The Windows Live _____ is a free online file storage area where you can save up to 25 GB of files.

Answer: SkyDrive

Diff: 2

Ref: Sharing Files Using Windows Live SkyDrive

84) Before you can use SkyDrive, you must have a Windows Live _____.

Answer: ID

Diff: 1

Ref: Sharing Files Using Windows Live SkyDrive

85) _____ are small windows that display descriptive text when you put your mouse pointer on an object.

Answer: ScreenTips

Diff: 1

Ref: Getting Help

86) When you need to learn how to do a specific action in an Office application, you can open the _____ window to find step-by-step instructions.

Answer: Help

Diff: 1

Ref: Getting Help

87) The keyboard shortcut used to access Help is the _____ key.

Answer: F1

Diff: 1

Ref: Getting Help

88) A paper copy of a document is also known as a(n) _____.

Answer: hard copy

Diff: 1

Ref: Printing a File