Your Office Microsoft Office 2010 Volume I 1st Edition Kinser Test Bank

Exam
Name_____

MULTIPLE CHOICE.   Choose the one alternative that best completes the statement or answers the question.

1) Microsoft's spreadsheet application is known as _____.   1) _____
    A) Excel   B) Publisher   C) Outlook   D) Access
    Answer: A

2) Another word for a spreadsheet is _____.   2) _____
    A) workbook   B) field   C) record   D) worksheet
    Answer: D

3) Which of the following statements is FALSE?   3) _____
    A) The number of worksheets that be contained in a workbook is a function of the amount of
       available memory.
    B) Worksheets contain workbooks.
    C) Worksheets contain rows and columns.
    D) Another term for worksheets is spreadsheets.
    Answer: B

4) Which of the following statements is FALSE?   4) _____
    A) Excel 2010 workbooks have xls as their file extension.
    B) Spreadsheets are commonly used to perform what-if analysis.
    C) A spreadsheet is a powerful computer program.
    D) Spreadsheets are a grid of rows and columns.
    Answer: A

5) SUM and AVERAGE are examples of _____.   5) _____
    A) cell references   B) functions   C) records   D) formulas
    Answer: B

6) An equation that produces a result is known as a(n) _____.   6) _____
    A) cell reference   B) function   C) formula   D) record
    Answer: C

7) All functions must begin with the _____ character.   7) _____
    A) $ B) =   C) >   D) ?
    Answer: B

8) Which of the following is least likely to be found in a single cell?   8) _____
    A) functions   B) charts   C) text   D) operators
    Answer: B

9) Excel 2010 workbooks are saved with a default file extension of _____.   9) _____
    A) .wbk   B) .accdb   C) .xlsx   D) .exc
    Answer: C

10) Which of the following statements about workbooks is TRUE?   10) _____
    A) New, blank workbooks contain three worksheets, by default.
    B) Workbooks have a file extension of .xls.
    C) There is a maximum of five worksheets in a workbook.
    D) Workbooks must contain three worksheets.

Answer: A

11) What-if analysis allows users to _____.   11) _____
    A) insert built-in programs that perform tasks like SUM and AVERAGE.
    B) create graphs and charts of existing data.
    C) create an equation that produces a result.
    D) change values in spreadsheet cells to investigate the effects on calculated values of interest.
    Answer: D

12) A user wishes to change values in a cell and see what the effects are on calculated values   12) _____
    elsewhere in the worksheet. The user has executed a(n) _____.
    A) what-if analysis   B) function
    C) AutoFill   D) formula
    Answer: A

13) A cell in the third row and fourth column has the cell reference _____.   13) _____
    A) 4C   B) C4   C) D3   D) 3D
    Answer: C

14) Which of the following is not a valid cell reference?   14) _____
    A) 4C   B) A3   C) J21   D) AA3
    Answer: A

15) Keyboard navigation can be done using _____ such as pressing the Tab key to move one   15) _____
    column right.
    A) keyboard references   B) keyboard shortcuts
    C) magic keys   D) active keys
    Answer: B

16) Of the following, which makes up the smallest element in a workbook?   16) _____
    A) cell   B) worksheet   C) column   D) row
    Answer: A

17) A _____ is labeled with a number, such as 1, 2, or 3.   17) _____
    A) column   B) worksheet   C) row   D) cell
    Answer: C

18) A _____ is labeled with letters, such as A, B, or C.   18) _____
    A) row   B) column   C) worksheet   D) cell
    Answer: B

19) Sheet1 is an example of a default _____ within a workbook.   19) _____
    A) row   B) worksheet   C) column   D) cell
    Answer: B

20) A _____ is found at an intersection in Excel, and might have a name such as C8 or G11.   20) _____
    A) column   B) row   C) cell   D) worksheet
    Answer: D

21) A worksheet contains all of the following EXCEPT _____.   21) _____
    A) rows   B) columns   C) cells   D) worksheets
    Answer: D

22) Worksheet navigation is defined as moving the location of the active _____.   22) _____
    A) cell   B) column   C) worksheet   D) row
    Answer: A

23) Printable characters, including letters, numbers, and special characters, are stored as _____   23) _____
    data.
    A) text   B) date/time
    C) numeric   D) none of the above
    Answer: A

24) Text that is too lengthy to fit in one cell can have text wrapping applied, or the user can add a(n)   24) _____
    _____ to break up the data inside a cell.
    A) section break   B) hard return   C) date/time   D) range
    Answer: B

25) A worksheet that is not currently visible can be changed to the _____ worksheet by clicking   25) _____
    on the worksheet tab in the bottom-left corner of the Excel window.
    A) default   B) active   C) dormant   D) referenced
    Answer: B

26) A group of selected cells is also known as a cell _____.   26) _____
    A) range   B) block   C) cluster   D) field
    Answer: A

27) Which of the following represents a cell range?   27) _____
    A) N8:P9   B) A4 + D14   C) C6-E10   D) B6
    Answer: A

28) R4:T8 is an example of a _____.   28) _____
    A) cell range   B) row   C) cell reference   D) column
    Answer: A

29) Which of the following statements is FALSE?   29) _____
    A) A worksheet in landscape orientation may be 11 inches wide by 8.5 inches tall.
    B) Portrait orientation means a page is wider than it is tall.
    C) Scaling can fit all columns on a single page.
    D) Scaling may make data too small to be readable.
    Answer: B

30) AutoFill allows users to _____ using the fill handle.   30) _____
    A) delete formulas from within cells
    B) copy information from one cell, or a series of cells, in to another set of cells
    C) copy information to the office clipboard to paste in to another worksheet
    D) move content from one cell to another
    Answer: B

31) Which of the following is FALSE?   31) _____
    A) White space creates a sense of order in the mind of the worksheet user.
    B) White space is always white.
    C) White space is a term for the part of the document that does not contain data or
       documentation.

D) White space gives a document visual structure.
Answer: B

32) In order to see what a worksheet will look like when printed, use the Print _____ feature.   32) _____
    A) White Space   B) Range   C) Preview   D) Setup
Answer: C

33) Which of the following is an example of portrait dimensions?   33) _____
    A) 11 inches wide by 8.5 inches tall   B) 5 inches wide by 5 inches tall
    C) 8.5 inches wide by 11 inches tall   D) all are examples of portrait dimensions
Answer: C

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.

34) A worksheet is a spreadsheet contained in a workbook.   34) _____
Answer: ● True   False

35) A worksheet is made up of rows and columns.   35) _____
Answer: ● True   False

36) A workbook must contain at least three worksheets.   36) _____
Answer: True   ● False

37) A spreadsheet is a computer program.   37) _____
Answer: ● True   False

38) The intersection of a row and column is called a cell.   38) _____
Answer: ● True   False

39) Cells can contain text, numbers, formulas, and/or functions.   39) _____
Answer: ● True   False

40) Excel includes common functions such as SUM and AVERAGE.   40) _____
Answer: ● True   False

41) A formula is a built-in program that performs common tasks.   41) _____
Answer: True   ● False

42) All formulas and functions must start with the equal sign (=).   42) _____
Answer: ● True   False

43) Changing values in spreadsheet cells to investigate the effects is known as what-if analysis.   43) _____
Answer: ● True   False

44) A column can also be referred to as a record.   44) _____
Answer: ● True   False

45) A cell can also be referred to as a field.   45) _____
Answer: ● True   False

46) The intersection of a row and column is known as a record.   46) _____
Answer: True   ● False

47) There are more rows in an Excel spreadsheet than there are cells.　　　　47) _____
　　Answer:　　True　　● False

48) A new Excel workbook contains three worksheets, by default named Book1, Book2, and Book3.　　48) _____
　　Answer:　　True　　● False

49) Columns are lettered in descending sequence from left to right.　　　　49) _____
　　Answer:　　True　　● False

50) Rows are numbered in ascending sequence from top to bottom.　　　　50) _____
　　Answer: ● True　　False

51) The intersection of row 1 and column Q is known as 1Q,　　　　51) _____
　　Answer:　　True　　● False

52) J42 is an example of a cell reference.　　　　52) _____
　　Answer: ● True　　False

53) Rows are represented by letters.　　　　53) _____
　　Answer:　　True　　● False

54) A cell can be made an active cell by clicking on it.　　　　54) _____
　　Answer: ● True　　False

55) Worksheet navigation refers to scrolling up and down (or left and right) in a worksheet using the scroll bar.　　55) _____
　　Answer:　　True　　● False

56) Scrolling in a worksheet moves the active cell.　　　　56) _____
　　Answer:　　True　　● False

57) Changing the cell alignment so words fit on to multiple lines is also known as wrapping text.　　57) _____
　　Answer: ● True　　False

58) C6 is an example of a cell range.　　　　58) _____
　　Answer:　　True　　● False

59) If the background of a worksheet is yellow, the area without data or documentation is referred to as yellow space rather than white space.　　59) _____
　　Answer:　　True　　● False

60) Page breaks can NOT be inserted into an Excel worksheet.　　　　60) _____
　　Answer:　　True　　● False

61) Portrait orientation means the page is taller than it is wide.　　　　61) _____
　　Answer: ● True　　False

62) Printouts are generally sent to square sheets of paper.　　　　62) _____
　　Answer:　　True　　● False

63) If data is too wide to fit on a printed page, scaling may solve the problem.　　63) _____
　　Answer: ● True　　False

64) Worksheets can be hidden from view.   64) _____
   Answer: ● True   False

65) Worksheets can be renamed, deleted, and moved.   65) _____
   Answer: ● True   False

66) Unused worksheets are a form of clutter in a workbook and generally should be deleted.   66) _____
   Answer: ● True   False

67) Worksheet footers appear at the top of the page.   67) _____
   Answer: True   ● False

68) Pressing Alt+Tab allows a user to quickly move between open workbooks.   68) _____
   Answer: True   ● False

SHORT ANSWER.   Write the word or phrase that best completes each statement or answers the question.

69) A(n) _____ is another word for a spreadsheet.   69) _____
   Answer: worksheet

70) A(n) _____ is a powerful computer program with a user interface that is a grid of   70) _____
   rows and columns.
   Answer: spreadsheet

71) A(n) _____ is an intersection of a row and column.   71) _____
   Answer: cell

72) Each worksheet contains a number of _____, each of which can contain text,   72) _____
   numbers, formulas, and/or functions.
   Answer: cells

73) A(n) _____ is an equation that produces a result and may contain numbers, text, and   73) _____
   other such data.
   Answer: formula

74) Spreadsheets are used to perform _____, where you can change values in spreadsheet   74) _____
   cells to investigate the effect on calculated values of interest.
   Answer: what-if analysis

75) A spreadsheet can be used as a basic collection of data where each row is a(n) _____.   75) _____
   Answer: record

76) A spreadsheet can be used as a basic collection of data where each column is a(n)   76) _____
   _____.
   Answer: field

77) A cell in the second row and fifth column would be referred to by the cell reference   77) _____
   _____.
   Answer: E2

78) The intersection of column F and row 5 has the cell reference _____.   78) _____
   Answer: F5

79) A3 and E9 are examples of cell _____.
   Answer: references

79) _____

80) _____ are lettered in ascending sequence from left to right.
   Answer: Columns

80) _____

81) The selected cell (with a thick, black line border) is also known as the _____ cell.
   Answer: active

81) _____

82) Moving the location of the current cell is known as worksheet _____.
   Answer: navigation

82) _____

83) By clicking on a worksheet tab, a user makes it the _____ worksheet.
   Answer: active

83) _____

84) A set of selected cells that are not next to each other are also known as _____.
   Answer: noncontiguous

84) _____

85) A set of cells is also known as a cell _____.
   Answer: range

85) _____

86) A4:B5 is an example of a cell _____.
   Answer: range

86) _____

87) The part of a document that does not contain data is known as _____.
   Answer: white space

87) _____

88) If a user inserts a few blank rows around some data to create a sense of order, they have inserted _____.
   Answer: white space

88) _____

89) In order to see a facsimile of how a document will look on paper, use the _____ option found under the File tab.
   Answer: Print Preview

89) _____

90) A that is page wider than it is tall is in _____ orientation.
   Answer: landscape

90) _____

91) A worksheet that is 11 inches tall and 8.5 inches wide is in _____ orientation.
   Answer: portrait

91) _____

92) Shrinking data to fit on one page is known as _____.
   Answer: scaling

92) _____

93) The white space left at the edges of the printed page are known as page _____.
   Answer: margins

93) _____

Matching
Match the answer on the left to the appropriate definition on the right. Each answer can only be used once.

94) I.   cell   A. a row in a spreadsheet   II.   field   B. a co

III.   94)   ___
   form   ___
ula C.   an intersection of a row and column   ___
IV.   ___
   recor   _
d   D.   a group of cells
V. range   E. an equation that produces a result
         Answer: I. C, II. B, III. E, IV.A, V. D

   95) I.   cell   A. K   95) _____
       II. column   B. 12
       III. formula   C. G4
       IV. range   D. P4:R6
       V.   row   E. =T3+T5
       Answer: I. C, II. A, III. E, IV. D, V.   B

1) A
2) D
3) B
4) A
5) B
6) C
7) B
8) B
9) C
10) A
11) D
12) A
13) C
14) A
15) B
16) A
17) C
18) B
19) B
20) D
21) D
22) A
23) A
24) B
25) B
26) A
27) A
28) A
29) B
30) B
31) B
32) C
33) C
34) TRUE
35) TRUE
36) FALSE
37) TRUE
38) TRUE
39) TRUE
40) TRUE
41) FALSE
42) TRUE
43) TRUE
44) TRUE
45) TRUE
46) FALSE
47) FALSE
48) FALSE
49) FALSE
50) TRUE
51) FALSE

52) TRUE
53) FALSE
54) TRUE
55) FALSE
56) FALSE
57) TRUE
58) FALSE
59) FALSE
60) FALSE
61) TRUE
62) FALSE
63) TRUE
64) TRUE
65) TRUE
66) TRUE
67) FALSE
68) FALSE
69) worksheet
70) spreadsheet
71) cell
72) cells
73) formula
74) what-if analysis
75) record
76) field
77) E2
78) F5
79) references
80) Columns
81) active
82) navigation
83) active
84) noncontiguous
85) range
86) range
87) white space
88) white space
89) Print Preview
90) landscape
91) portrait
92) scaling
93) margins
94) I. C, II. B, III. E, IV.A, V. D
95) I. C, II. A, III. E, IV. D, V.   B

Exam
Name_____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

1) Microsoft _____ 2010 is a software application that enables you to effectively build   1) _____
professional quality presentations.
   A) Outlook   B) PowerPoint   C) Excel   D) Access
Answer: B

2) Which of the following statements about a target audience is FALSE?   2) _____
   A) Understanding the audience's bias is important.
   B) Knowing how you relate to the audience on a personal level is useful.
   C) The target audience may be looking for information, or you may be looking to persuade
      them of something.
   D) It does not help to know what the audience knows before beginning a presentation.
Answer: D

3) The _____ view is used to edit slides.   3) _____
   A) Reading   B) Normal   C) Slide Show   D) Slide Sorter
Answer: B

4) The _____ view provides options for rearranging slides and reviewing transitions.   4) _____
   A) Slide Sorter   B) Normal   C) Slide Show   D) Reading
Answer: A

5) _____ view displays slides one at a time, offering tools such as the title bar Minimize,   5) _____
Maximize/Restore, and Close buttons, and navigation buttons for moving between slides.
   A) Slide Show   B) Reading   C) Normal   D) Slide Sorter
Answer: B

6) To display a presentation to an audience, use the _____ view.   6) _____
   A) Normal   B) Slide Show   C) Slide Sorter   D) Reading
Answer: B

7) Which of the following fonts is a serif font?   7) _____
   A) Calibri   B) Times New Roman
   C) Arial   D) Tahoma
Answer: B

8) Which of the following statements about serif fonts is TRUE?   8) _____
   A) Serif fonts were designed specifically for screens.
   B) Serif fonts generally are used for the content of a slide.
   C) Serif fonts include Arial, Verdana, and Trebuchet.
   D) Serif fonts have small lines at the end of the letters.
Answer: D

9) Which of the following statements is TRUE?   9) _____
   A) People read printed pages and screen pages in the same way.
   B) Black-and-white printing is more expensive than color printing.
   C) Print-friendly fonts are generally sans serif fonts.
   D) The serifs at the end of letters provide guidelines for the eye to follow as text is read.
Answer: D

10) The rule of 6's calls for: 10) _____
    A) a maximum of six words per line, and six lines per slide.
    B) a maximum of six words per line, six lines per slide, and six slides per presentation.
    C) a maximum of six lines per slide, and six slides per presentation.
    D) a maximum of six words per line, and six slides per presentation.
    Answer: A

11) Which of the following is generally associated with text hierarchy?   11) _____
    A) Speaker notes   B) Bullets and numbering
    C) Serif and sans serif fonts   D) Animation
    Answer: B

12) In order to copy text format from already formatted text and apply it to other text, users can   12) _____
    select the Format _____ from the Home tab.
    A) Selector   B) Painter   C) Duplicator   D) Clipboard
    Answer: B

13) Placeholder size can be adjusted by dragging which of the following?   13) _____
    A) Template   B) Slide tab   C) Sizing handle   D) Format Painter
    Answer: C

14) Which of the following tools allow you to select already formatted text and apply it to other text? 14) _____
    A) Office Clipboard   B) Slide Sorter
    C) Format Painter   D) Sizing Handle
    Answer: C

15) Which of the following statements is TRUE?   15) _____
    A) You can view more slides using the Slide tab than the Slide Sorter view.
    B) If you delete a slide, you can use the Undo button to return it to the original position.
    C) Content slides can hold graphic elements, but not text.
    D) The only place to move slides is through the Slide Sorter view.
    Answer: B

16) Which of the following is NOT generally associated with text hierarchy?   16) _____
    A) Font selection   B) Bullets   C) Numbering   D) Indentation
    Answer: A

17) Which of the following is generally associated with text hierarchy?   17) _____
    A) Templates   B) Bulleting   C) Font selection   D) Animation
    Answer: B

18) Which of the following statements is TRUE?   18) _____
    A) Themes and templates add visual interest to your message.
    B) PowerPoint does not include any built-in templates or themes.
    C) Some PowerPoint themes contain sample content, such as trainings, quiz shows, and photo
       albums.
    D) Background, color, and font selections can be found only in templates.
    Answer: A

19) Themes can be found on the _____ tab.   19) _____
    A) Design   B) View   C) Slide Show   D) Home

Answer: A

20) Themes consist of all of the following elements EXCEPT _____.   20) _____
    A) effects   B) animations   C) colors   D) fonts
    Answer: B

21) Which of the following statements about themes is TRUE?   21) _____
    A) Themes are not built-in to PowerPoint, but can be downloaded.
    B) Themes are only available at the beginning of a presentation.
    C) Themes are available in most Microsoft applications.
    D) Themes do not override other formatting changes.
    Answer: C

22) Font selections for the headings and body text, installed as part of the PowerPoint application,   22) _____
    are known as _____.
    A) theme fonts   B) placeholders   C) effects   D) serif fonts
    Answer: A

23) Which of the following is not consistent with the KISS principle?   23) _____
    A) Follow the Rule of 6's.
    B) Use a lot of animation to keep the audience's attention.
    C) Design slides with a path the eye can naturally follow.
    D) Make important elements dominant.
    Answer: B

24) The area on a slide without text and graphics is referred to as _____ space.   24) _____
    A) blank   B) white   C) clear   D) simple
    Answer: B

25) White space is _____.   25) _____
    A) the space on a slide without text and graphics
    B) the background on a printed sheet
    C) another term for the header and footer
    D) always white
    Answer: A

26) Which of the following statements about the Spelling checker is FALSE?   26) _____
    A) You can check the spelling at the end for the entire presentation at once.
    B) Words not found in the Microsoft dictionary will be underlined in red.
    C) PowerPoint's Spelling checker will catch errors such as using the word "bored" in place of
       the word "board."
    D) You can change the spelling of a word immediately when the red line appears under it.
    Answer: C

27) The Thesaurus can be found as part of the _____.   27) _____
    A) Research pane   B) Home tab   C) File menu   D) View tab
    Answer: A

28) The Thesaurus allows users to _____.   28) _____
    A) distribute a presentation in a format that can be read by different programs
    B) access reference books, research websites, and financial websites
    C) check spelling and grammar for a presentation

D) find words with a similar meaning to a selected word
Answer: D

29) The Research pane contains access to a variety of resources, including all of the following EXCEPT: 29) _____
    A) business websites   B) clip art
    C) reference books   D) research websites
Answer: B

30) To save a presentation so that it opens directly in Slide Show view, save it in _____ format. 30) _____
    A) OpenPresentation   B) PowerPoint Template
    C) PowerPoint PDF   D) PowerPoint Show
Answer: D

31) Which of the following statements about the PowerPoint Show format is TRUE? 31) _____
    A) A PowerPoint Show opens in the Adobe Reader application.
    B) A PowerPoint Show opens directly in the Slide Show view.
    C) PowerPoint Shows are saved in the PowerPoint PDF format.
    D) Once saved in a PowerPoint Show format, the file cannot be changed.
Answer: B

32) To save a presentation so that it can be distributed (for example, through a website), but not updated, save in _____ format. 32) _____
    A) PowerPoint PDF   B) OpenPresentation
    C) PowerPoint Template   D) PowerPoint Show
Answer: A

33) Which of the following options gives the user handouts with note lines? 33) _____
    A) 1 Slide handout   B) 3 Slides handout
    C) 9 Slides handout   D) 6 Slides handout
Answer: B

34) A PowerPoint PDF is designed to be opened in _____. 34) _____
    A) Microsoft Word   B) Adobe Reader
    C) older versions of PowerPoint   D) iTunes
Answer: B

TRUE/FALSE.   Write 'T' if the statement is true and 'F' if the statement is false.

35) Presentations generally have one of three purposes: to inform, persuade, or prepare your audience. 35) _____
    Answer: ● True   False

36) Asking "why were you asked to speak?" and "why is this topic important to the audience?" are ways to effectively plan your presentation for your target audience. 36) _____
    Answer: ● True   False

37) The only way to advance a slide while in Slide Show view is to use the mouse. 37) _____
    Answer: True   ● False

38) The content of a presentation consists solely of text. 38) _____
    Answer: True   ● False

39) There is no difference between a print-friendly font and a screen-friendly font.   39) _____
   Answer: True   ● False

40) Screen-friendly fonts are usually printed in black ink on a white page to give them a high   40) _____
   contrast.
   Answer: True   ● False

41) One example of a serif font is Times New Roman.   41) _____
   Answer: ● True   False

42) One example of a serif font is Arial.   42) _____
   Answer: True   ● False

43)   43) _____
   This font is a sans serif font: ABCDEFG.
   Answer: ● True   False

44)   44) _____
   This font is a serif font.: ABCDEFG.
   Answer: True   ● False

45) A sans serif font is generally used for large blocks of text.   45) _____
   Answer: True   ● False

46) Sans serif fonts are considered more print-friendly than serif fonts.   46) _____
   Answer: True   ● False

47) Using bullet points rather than complete sentences is considered a good practice.   47) _____
   Answer: ● True   False

48) The Rule of 6's states in part that a slide should have a maximum of six lines per slide, including 48) _____
   the title.
   Answer: True   ● False

49) The term text hierarchy is a measure of whether text is print-friendly or not.   49) _____
   Answer: True   ● False

50) There is no way to copy an existing format and apply it to text elsewhere in a presentation. 50) _____
   Answer: True   ● False

51) Not all themes in PowerPoint contain the same number of slide layouts.   51) _____
   Answer: ● True   False

52) A content slide has a placeholder for graphic elements, but not for text.   52) _____
   Answer: True   ● False

53) Both a template and a theme contain built-in sample content, slide transitions, and slide layouts. 53) _____
   Answer: True   ● False

54) A template and a theme are two words that mean exactly the same thing.   54) _____
   Answer: ● True   False

55) Many businesses have standard corporate themes to make their presentations recognizable and professional.
Answer: True   ● False

55) _____

56) A font group consists of two serif fonts which can be applied to a presentation.
Answer: True   ● False

56) _____

57) The book references the KISS principle, which states that you should use simplicity in your presentations to focus attention on your topic.
Answer: ● True   False

57) _____

58) PowerPoint includes both a Spelling checker and Grammar checker.
Answer: True   ● False

58) _____

59) The PowerPoint Spelling checker is advanced enough to notice errors such as using the word "dessert" instead of "desert."
Answer: True   ● False

59) _____

60) If necessary, PowerPoint can print an outline rather than the standard slide printouts.
Answer: ● True   False

60) _____

61) The Notes Pages prints the slides and the speaker notes.
Answer: ● True   False

61) _____

SHORT ANSWER.   Write the word or phrase that best completes each statement or answers the question.

62) The people listening to your presentation are also known as the _____ audience.
Answer: target

62) _____

63) Presentations generally have one of three purposes: to inform, persuade, or _____ your audience.
Answer: prepare

63) _____

64) The view used to edit a slide is also called the _____ view.
Answer: Normal

64) _____

65) The _____ view displays slides one at a time, with tools such as Minimize, Maximize/Restore, and Close buttons, and navigation buttons for moving between slides.
Answer: Reading

65) _____

66) The Slide _____ view allows users to review transitions and rearrange slides.
Answer: Sorter

66) _____

67) To view only the text of a presentation and not the slides, click on the _____ tab.
Answer: Outline

67) _____

68) Click on the _____ tab to display thumbnails of each slide.
Answer: Slides

68) _____

69) Times New Roman is one example of a(n) _____ font, due to the little lines on the end of the letters.
Answer: serif

69) _____

70) Arial is one example of a(n) _____ font, due to the absence of little lines on the end of the letters.
Answer: sans serif

70) _____

71) Fonts that look better on a monitor or projector are also known as _____-friendly fonts.
Answer: screen

71) _____

72) Fonts that look better on hard copies are also known as _____-friendly fonts.
Answer: printer

72) _____

73) Most slides have a container for text or graphics used to position objects on the layout known as a(n) _____.
Answer: placeholder

73) _____

74) Generally, slides should have no more than _____ words per line (and the same amount of lines per slide).
Answer: six

74) _____

75) Text _____ can be shown using bullets and/or numbers, and allows users to group information together.
Answer: hierarchy

75) _____

76) If a presentation has a format that a user wishes to copy to a number of other locations, they can use the Format _____ tool to do so.
Answer: Painter

76) _____

77) PowerPoint presentations have many pre-built slide _____, which contain different slide setups, such as title slide, and title and content.
Answer: layouts

77) _____

78) The size of placeholders can be adjusted by dragging the _____ handles that appear when you click the content area.
Answer: sizing

78) _____

79) Both a template and a(n) _____ contain background, color, and font selections to add visual interest to your message.
Answer: theme

79) _____

80) KISS stands for Keep It _____ and Simple.
Answer: Short

80) _____

81) The space on the slide without text and graphics is referred to as _____ space.
Answer: white

81) _____

82) To find synonyms for other words, use the _____ tool in PowerPoint.
Answer: Thesaurus

82) _____

83) The _____ pane provides access to a number of reference books, including the Thesaurus.
Answer: Research

83) _____

84) A PowerPoint PDF is designed to open up in the Adobe _____ application.   84) _____
   Answer: Reader

Matching
Match the answer on the left to the appropriate definition on the right. Each answer can only be used once.

85)
I.	Normal view	A.	Used to edit slides
II.	Notes pane	B.	Provides options for rearranging slides and reviewing transitions
III.	Reading view	C.	Contains speaker information not displayed during presentation
IV.	Slide Show view	D.	Used to display presentation to an audience
V.	Slide Sorter view	E.	Displays the slides, one at a time, with a title bar and navigation buttons

85) _____

Answer: I. A, II. C, III. E, IV. D, V.   B

86)
I.	Printer-friendly	A.	Rules for selecting and arranging text on a page
II.	Sans serif	B.	Fonts designed to be easy to read on paper
III.	Screen-friendly	C.	A category of fonts used in printing, including Times New Roman
IV.	Serif	D.	Fonts designed to be read on a monitor or projector
V.	Typography	E.	A category of fonts used on screen, including Verdana and Arial

86) _____

Answer: I. B, II. E, III. D, IV. C, V.A

87)
I.	Content	A.	Contains background, color, font selections, sample content, and more
II.	Placeholder	B.	A container for text or graphics, used to position objects on the layout
III.	Sizing handle	C.	The text and pictures in your presentation
IV.	Template	D.	Contains background, color, and font selections
V.	Theme	E.	Allows adjustment of the size of an object

87) _____

Answer: I. C, II. B, III. E, IV. A, V. D

1) B
2) D
3) B
4) A
5) B
6) B
7) B
8) D
9) D
10) A
11) B
12) B
13) C
14) C
15) B
16) A
17) B
18) A
19) A
20) B
21) C
22) A
23) B
24) B
25) A
26) C
27) A
28) D
29) B
30) D
31) B
32) A
33) B
34) B
35) TRUE
36) TRUE
37) FALSE
38) FALSE
39) FALSE
40) FALSE
41) TRUE
42) FALSE
43) TRUE
44) FALSE
45) FALSE
46) FALSE
47) TRUE
48) FALSE
49) FALSE
50) FALSE
51) TRUE

52) FALSE
53) FALSE
54) TRUE
55) FALSE
56) FALSE
57) TRUE
58) FALSE
59) FALSE
60) TRUE
61) TRUE
62) target
63) prepare
64) Normal
65) Reading
66) Sorter
67) Outline
68) Slides
69) serif
70) sans serif
71) screen
72) printer
73) placeholder
74) six
75) hierarchy
76) Painter
77) layouts
78) sizing
79) theme
80) Short
81) white
82) Thesaurus
83) Research
84) Reader
85) I. A, II. C, III. E, IV. D, V.   B
86) I. B, II. E, III. D, IV. C, V.A
87) I. C, II. B, III. E, IV. A, V. D

MULTIPLE CHOICE.   Choose the one alternative that best completes the statement or answers the question.

1) When you save and close a document without exiting Word, Word displays a(n) _____.   1) _____
   A) menu of commands to open a document   B) blank white document
   C) open blank document   D) blank gray area
   Answer: D

2) A paragraph style sets the _____.   2) _____
   A) font emphasis, such as italics formatting, to the entire paragraph
   B) font size, color, and bold formatting to the entire paragraph
   C) alignment, spacing, and indention formatting to the first sentence only
   D) alignment, spacing, and indention formatting to the entire paragraph
   Answer: D

3) The default style applied to a new document is called _____.   3) _____
   A) Beginning   B) Normal   C) Usual   D) Default
   Answer: B

4) _____ formats text at 11-pt Calibri font, left-aligned, and with 1.15 line spacing.   4) _____
   A) Beginning style   B) Default style   C) Normal style   D) Usual style
   Answer: C

5) When you click the Font Color button in the Font Color group, the _____ font color is applied.   5) _____
   A) most recently selected   B) Automatic
   C) black   D) default
   Answer: A

6) Word defines a paragraph as any text that ends with a _____.   6) _____
   A) Tab   B) hard return   C) period   D) soft return
   Answer: B

7) Character formatting is applied to _____.   7) _____
   A) an entire paragraph   B) the entire document
   C) only the selected text   D) only special symbols and characters
   Answer: C

8) Word considers a report title, a salutation in a letter, and a bullet all to be a _____.   8) _____
   A) block of text   B) paragraph
   C) unique style   D) document section
   Answer: B

9) Paragraph spacing is the space _____.   9) _____
   A) between the lines in the paragraph   B) before and after sentences
   C) between the letters   D) before and after paragraphs
   Answer: D

10) Sandi wants to set her document to have four blank lines between each line of text.; to do this,   10) _____
    she must use the _____ dialog box.
    A) Paragraph   B) Font   C) Document   D) Line Spacing
    Answer: A

11) By default, pressing the Tab key indents the line of text _____ inch(es) from the left margin.   11) _____
 A) 1   B) 1.5   C) .5   D) .25
 Answer: C

12) Indenting is considered to be _____ formatting.   12) _____
 A) document   B) sentence   C) page   D) paragraph
 Answer: D

13) When typing a recipe, _____ would be used to show the order in which steps should be   13) _____
 completed.
 A) letters   B) numbers   C) bullets   D) symbols
 Answer: B

14) In Word, each item in a list is a(n) _____.   14) _____
 A) line   B) sentence   C) paragraph   D) indent
 Answer: C

15) _____ are characters that do not usually appear on a keyboard.   15) _____
 A) Symbols   B) Bullets   C) Characters   D) Wingdings
 Answer: A

16) A _____ is a button that must be clicked once to turn it on, than clicked again to turn it off.   16) _____
 A) toggle   B) bullet   C) icon   D) switch
 Answer: A

17) You can copy text in a Word document and _____ it into an Excel spreadsheet.   17) _____
 A) paste   B) dump   C) add   D) insert
 Answer: A

18) The process of cutting, copying, and pasting is _____ between the Microsoft Office   18) _____
 applications.
 A) common   B) universal   C) normal   D) not supported
 Answer: B

19) When the Office Clipboard task pane is open, it can hold up to _____ copied items.   19) _____
 A) 48   B) 12   C) 5   D) 24
 Answer: D

20) An area of memory that temporarily holds text you have cut or copied is the _____.   20) _____
 A) system RAM   B) Clipboard   C) Word memory   D) copyboard
 Answer: B

21) When you drag a selection to another location in a document, a small _____ will indicate the   21) _____
 position where the text will be placed.
 A) arrow   B) blinking line   C) vertical bar   D) shadow cursor
 Answer: C

22) _____, similar to Live Preview, is a new Word 2010 feature that lets you see the effect of a   22) _____
 change before you accept it.
 A) Move Preview   B) Change Preview
 C) Document Preview   D) Paste Preview

Answer: D

23) The _____ document is the one from which you copied an item or text.   23) _____
    A) source   B) beginning   C) secondary   D) Word
    Answer: A

24) A _____ is a document that is used as a starting point for another document.   24) _____
    A) starter   B) form   C) sample   D) template
    Answer: D

25) Formatting at the _____ level lets you change the page layout, page orientation, and theme of   25) _____
    your document.
    A) document   B) file   C) paragraph   D) page
    Answer: A

26) The _____ of a document includes settings such as margins, orientation, and alignment.   26) _____
    A) formatting setup   B) page setup
    C) document setup   D) paragraph setup
    Answer: B

27) A document that prints taller than it is wide is in _____ orientation.   27) _____
    A) document   B) landscape   C) normal   D) portrait
    Answer: D

28) In Word, the default setting for top, left, right, and bottom margins is _____.   28) _____
    A) 1 inch   B) 1.5 inches   C) 1.25 inches   D) .5 inch
    Answer: A

29) When you center a page evenly between the _____, you center it vertically.   29) _____
    A) left and right page edges   B) left and right margins
    C) top and bottom page edges   D) top and bottom margins
    Answer: D

30) A(n) _____ margin adds extra space to the top or left side of a document that you intend to   30) _____
    bind.
    A) binder   B) extra   C) inside   D) gutter
    Answer: D

31) Care should be used when setting the page background color so that the _____ is NOT   31) _____
    overwhelmed.
    A) graphics   B) text   C) document   D) content
    Answer: B

32) A _____ adds interest to a document by inserting a text or picture behind the document text.   32) _____
    A) logo   B) graphic   C) watermark   D) background
    Answer: C

33) Page background settings are included on the _____ tab.   33) _____
    A) View   B) Home   C) Insert   D) Page Layout
    Answer: D

34) A _____ is a line or graphic that surrounds a page.   34) _____

A) paragraph border   B) border
C) page image   D) page border
Answer: D

35) _____ add(s) background color to one or more paragraphs.   35) _____
    A) Paragraph shading   B) Document shading
    C) Paragraph watermarks   D) Paragraph color
Answer: A

36) Themes are located in the Themes group of the _____ tab.   36) _____
    A) Insert   B) View   C) Page Layout   D) Home
Answer: C

37) A(n) _____ contains four text and background colors, six accent colors, and two hyperlink   37) _____
colors.
    A) design   B) theme   C) icon   D) document
Answer: B

38) A design element that enables you to create professional, color-coordinated documents with   38) _____
minimal errors is called a(n) _____.
    A) theme   B) design plan   C) design style   D) image style

Answer: A

39) An easy to use tool in Word that helps you copy formatting from one section of text to another is   39) _____
called the _____.
    A) Paint Designer   B) Design Painter
    C) Format Designer   D) Format Painter
Answer: D

40) Word's _____ has a set of related features for getting around in a document and searching for   40) _____
content.
    A) Search and Find feature   B) Find and Replace feature
    C) Search Pane   D) Navigation Pane
Answer: D

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.
41) A set of formatting characteristics that you can apply to a selection of text is called a theme.   41) _____

    Answer: True   ● False

42) A style is limited to 24 formatting options.   42) _____
    Answer: True   ● False

43) Depending on what you select, a linked style behaves as either a character style or a paragraph   43) _____
style.
    Answer: ● True   False

44) The Font Color arrow in the Font group allows you to select from a palette of colors.   44) _____
    Answer: ● True   False

45) Word 2010 does not allow you to create your own new style.   45) _____

Answer: True   ● False

46) Character formatting is applied only to selected text, while paragraph formatting is applied to entire paragraphs.

46) _____

Answer: ● True   False

47) Paragraph spacing is the spacing that is applied before and after paragraphs.

47) _____

Answer: ● True   False

48) The Paragraph dialog box allows you to select line spacing other than single-spaced or double-spaced.

48) _____

Answer: ● True   False

49) By default, pressing the Tab key in Word indents the first line of a paragraph 1 inch from the left margin.

49) _____

Answer: True   ● False

50) You can set indents using the Home tab on the Ribbon, the Page Layout tab on the Ribbon, or the ruler.

50) _____

Answer: ● True   False

51) A bulleted list is the best design option for listing steps in a process.

51) _____

Answer: True   ● False

52) A symbol is a special character that does not usually appear on a keyboard.

52) _____

Answer: ● True   False

53) Symbols, pictures, and clip art can be defined as bullets.

53) _____

Answer: ● True   False

54) Source document is another term for a template.

54) _____

Answer: True   ● False

55) When you format at the document level, you adjust font colors, font sizes, and font styles.

55) _____

Answer: True   ● False

56) Default margins for a Word document are set at 1.5 inches for top and bottom margins and at 1 inch for left and right margins.

56) _____

Answer: True   ● False

57) A wildcard search is case sensitive.

57) _____

Answer: ● True   False

58) Page orientation can be set at the document level or at the section level.

58) _____

Answer: ● True   False

59) Page Background settings are located on the Insert tab on the Ribbon.

59) _____

Answer: True   ● False

60) A watermark is text or a picture that appears behind document text, which adds interest or identity to a document.

60) _____

Answer: ● True   False

61) Page borders are lines or graphics that surround a single paragraph or a series of paragraphs.   61) _____
   Answer: True   ● False

62) Phillip needs to create some documents for his small business. He would like the business cards,   62) _____
   letterhead stationary, envelopes, and newsletter to be color coordinated and professional
   looking. To do this, Phillip would use a theme.
   Answer: ● True   False

63) Lucy would like the membership information in her document to stand out. She can accomplish   63) _____
   this using page shading to add a background color to the paragraphs holding membership
   information.
   Answer: True   ● False

64) Format Painter makes it easy to change colors in images and photos.   64) _____
   Answer: True   ● False

SHORT ANSWER.   Write the word or phrase that best completes each statement or answers the question.

65) _____ styles set the formatting of font, font size, color, and emphasis.   65) _____
   Answer: Character

66) A set of formatting characteristics you can apply to selected text is called a(n) _____.   66) _____
   Answer: style

67) A(n) _____ style behaves as either a character style or paragraph style, depending on   67) _____
   the selection.
   Answer: linked

68) All new Word documents use the default style called _____.   68) _____
   Answer: Normal

69) When you delete a(n) _____, you remove its formatting options for any text where it   69) _____
   has been applied.
   Answer: style

70) A(n) _____ is defined as any text that ends with a hard return.   70) _____
   Answer: paragraph

71) Paragraph spacing is measured in _____.   71) _____
   Answer: points

72) Pressing the _____ key before typing is the easiest way to set a first-line indent.   72) _____
   Answer: Tab

73) Indenting is considered to be _____ formatting.   73) _____
   Answer: paragraph

74) When the first line of a paragraph begins at the left margin, but all other lines in the   74) _____
   paragraph are indented, this is called a(n) _____.
   Answer: hanging indent

75) You can define a(n) _____ with personal pictures, clip art, or symbols.   75) _____

Answer: bullet

76) A(n) _____ is a type of command that is clicked once to begin an action, and a second   76) _____
time to end it.
Answer: toggle

77) Before using a personal picture as a bullet, you must first _____ it.   77) _____
Answer: import

78) The _____ task pane will hold up to 24 copied items to be pasted into a document.   78) _____
Answer: Clipboard

79) In many applications, the process of cutting, copying, and pasting is _____.   79) _____
Answer: universal

80) _____ allows you to see the effect of a change before you accept it, very much like   80) _____
Live Preview does.
Answer: Paste Preview

81) A(n) _____ saves time by jump-starting a document.   81) _____
Answer: template

82) To make his report more professional looking, Richard has changed the margins,   82) _____
selected a theme and added a watermark to the the cover page; the formatting he
applied to the report was at the _____ level.
Answer: document

83) Settings such as margins, orientation, and alignment are part of the _____ setup of a   83) _____
document.
Answer: page

84) A page in _____ orientation is wider than it is tall.   84) _____
Answer: landscape

85) A special type of margin that adds extra space to the top or side of a document for   85) _____
binding is called a(n) _____ margin.
Answer: gutter

86) Page background settings are located on the Ribbon on the _____ tab.   86) _____
Answer: Page Layout

87) In Word, the default theme is called _____.   87) _____
Answer: Office

88) _____ is an easy to use tool that allows you to copy the format from one area of text   88) _____
to another.
Answer: Format Painter

89) Using the _____ feature, you can easily find and correct consistently misspelled   89) _____
names.
Answer: Find and Replace

Matching

Match the answer on the left to the appropriate definition on the right. Each answer can only be used once.

90) I.   first-line indent   A. A paragraph that has the first line flush with the left margin, and all the other lines indented   90) _____

    II. hanging indent   B. Indent of the beginning line of each paragraph

    III. right indent   C. A picture or text that appears behind document text

    IV. margin   D. The space at the top, bottom, left, and right edges of the paper where there is no text

    V. watermark   E. A paragraph that is indented from the right margin

Answer: I. B, II. A, III. E, IV.D, V. C

91) I.   Paste Preview   A. A gallery of styles designed to work together   91) _____

    II. Quick styles   B. A graphical element that precedes an unnumbered list

    III. wildcard   C. An area of memory where up to 24 cut items can be accessed to paste into a document

    IV. bullet   D. Symbols such as *, ?, or # that are used to represent unknown characters

    V. Clipboard   E. Similar to Live Preview; shows how the page will change before it happens

Answer: I. E, II. A, III. D, IV. V, V.   C

1) D
2) D
3) B
4) C
5) A
6) B
7) C
8) B
9) D
10) A
11) C
12) D
13) B
14) C
15) A
16) A
17) A
18) B
19) D
20) B
21) C
22) D
23) A
24) D
25) A
26) B
27) D
28) A
29) D
30) D
31) B
32) C
33) D
34) D
35) A
36) C
37) B
38) A
39) D
40) D
41) FALSE
42) FALSE
43) TRUE
44) TRUE
45) FALSE
46) TRUE
47) TRUE
48) TRUE
49) FALSE
50) TRUE
51) FALSE

52) TRUE
53) TRUE
54) FALSE
55) FALSE
56) FALSE
57) TRUE
58) TRUE
59) FALSE
60) TRUE
61) FALSE
62) TRUE
63) FALSE
64) FALSE
65) Character
66) style
67) linked
68) Normal
69) style
70) paragraph
71) points
72) Tab
73) paragraph
74) hanging indent
75) bullet
76) toggle
77) import
78) Clipboard
79) universal
80) Paste Preview
81) template
82) document
83) page
84) landscape
85) gutter
86) Page Layout
87) Office
88) Format Painter
89) Find and Replace
90) I. B, II. A, III. E, IV.D, V. C
91) I. E, II. A, III. D, IV. V, V.   C

MULTIPLE CHOICE.   Choose the one alternative that best completes the statement or answers the question.

1) A collection of records is a(n) _____.   1) _____
   A) archive   B) database   C) spreadsheet   D) folder
   Answer: B

2) Facts about people, events, things, or ideas are called _____.   2) _____
   A) documents   B) information   C) data   D) lists
   Answer: C

3) The ability to link _____ is what gives a database system its power.   3) _____
   A) tables   B) queries   C) forms   D) records
   Answer: A

4) Data that has been manipulated to make it meaningful and useful is called _____.   4) _____
   A) information   B) a fact   C) a field   D) content
   Answer: A

5) A database management system program developed by Microsoft is _____.   5) _____
   A) Word   B) Excel   C) Project   D) Access
   Answer: D

6) The four main database objects in Access are: 6) _____
   A) tables, records, programs, and reports   B) tables, queries, forms, and reports
   C) tables, forms, programs, and reports   D) tables, queries, programs, and reports
   Answer: B

7) The database object that stores data organized in an arrangement of columns and rows is called a   7) _____
_____.
   A) form   B) field   C) record   D) table
   Answer: D

8) To answer questions about data in your tables, you use _____.   8) _____
   A) forms   B) reports   C) spreadsheets   D) queries
   Answer: D

9) To produce a printed summary of the fields and records from a table or query in an easy-to-read   9) _____
format you would use a _____.
   A) query   B) form   C) report   D) document
   Answer: C

10) The database object that holds organized data arranged in columns and rows is a _____.   10) _____
   A) query   B) form   C) report   D) table
   Answer: D

11) A _____ contains all the data concerning one person, place, thing, or event.   11) _____
   A) report   B) record   C) query   D) table
   Answer: B

12) The table view that shows the data contents within a table is called the _____ view.   12) _____

A) table   B) design   C) data   D) datasheet

Answer: D

13) The view that shows how fields are defined is called the _____ view.   13) _____

     A) data   B) datasheet   C) table   D) design

Answer: D

14) Represented by a column in Access, a specific piece of information that is stored in every record   14) _____
is called a _____.

     A) form   B) field   C) table   D) data

Answer: B

15) The structure of a database which includes tables, fields, forms, queries, and reports but has no   15) _____
data is a _____.

     A) sample database   B) starter database

     C) beginner database   D) template database

Answer: D

16) A _____ is a database that is presupplied with data.   16) _____

     A) beginner database   B) sample database

     C) template database   D) starter database

Answer: B

17) Before you trust a file, you should first _____.   17) _____

     A) repair it   B) compress it

     C) compact it   D) run a virus scan on it

Answer: D

18) When working with objects in your Access database, you many need to use the _____ to find   18) _____
objects.

     A) Search wizard   B) Query wizard   C) Query box   D) Search bar

Answer: D

19) The file name suffix that helps Windows determine which program should open a file is called   19) _____
a(n) _____.

     A) data expansion   B) file expansion   C) file extension   D) object
extension

Answer: C

20) The file extension for Access files is _____.   20) _____

     A) .acdb   B) .acc   C) .adb   D) .accdb

Answer: D

21) Data stored and organized in an arrangement of columns and rows is called a(n) _____.   21) _____

     A) table   B) report   C) object   D) form

Answer: A

22) Julio will use a process called _____ to add content from an Excel worksheet to an Access   22) _____
table.

     A) importing   B) copying   C) inserting   D) moving

Answer: A

23) A(n) _____ located at the bottom of the table allows you to move through the table.   23) _____
    A) Content bar   B) Table bar   C) Navigation bar   D) Object bar
    Answer: C

24) A database that allows multiple connected tables is called a(n) _____.   24) _____
    A) connected database   B) associated database
    C) relational database   D) joined database
    Answer: C

25) Connie's boss has asked her to provide him a list of all customers who live in San Francisco, CA.   25) _____
    To do this, Connie will create a _____.
    A) form   B) PDF   C) query   D) question
    Answer: C

26) A step-by-step guide that asks questions to help you decide what you want to do is called a(n)   26) _____
    _____.
    A) design guide   B) wizard   C) query   D) action guide
    Answer: B

27) A recordset that is created at run time is called a(n) _____.   27) _____
    A) question result   B) search result   C) query result   D) answer result
    Answer: C

28) A _____ is a table created at run time.   28) _____
    A) query result   B) record set
    C) form   D) temporary table
    Answer: B

29) An interface often used by end users of a database to enter and change data is called a(n)   29) _____
    _____.
    A) template   B) table   C) object   D) form
    Answer: D

30) A view that shows a form and the data is the _____ view.   30) _____
    A) Design   B) Design   C) Layout   D) Print
    Answer: C

31) When you want to limit the amount of data that can be accessed by data entry clerks, you create   31) _____
    a database _____ through which they can interact with the data they need to do their work.
    A) object   B) table   C) form   D) report
    Answer: C

32) An object that provides an easy-to-read format suitable for printing is a(n) _____.   32) _____
    A) report   B) query   C) form   D) table
    Answer: A

33) A view that shows how a report will look on the printed page is the _____ view.   33) _____
    A) design   B) print preview   C) layout   D) report
    Answer: B

34) _____ records arranges them together by the value of a single field.   34) _____
    A) Gathering   B) Grouping   C) Sorting   D) Joining

Answer: B

35) To put records within a group into a specific order based on the values of a specific field, you _____ them.
    A) join   B) arrange   C) group   D) sort

35) _____

Answer: D

36) Your boss is concerned with losing data in the event of a natural disaster. To prevent data loss, you recommend to him that a _____ of the database should be made on a regular schedule.
    A) compaction   B) backup   C) substitute   D) compression

36) _____

Answer: B

37) Since Access does not reuse space when you delete a record, you need to occasionally _____ the database to make more efficient use of space.
    A) compact   B) repair   C) group   D) sort

37) _____

Answer: A

TRUE/FALSE.   Write 'T' if the statement is true and 'F' if the statement is false.

38) Data is an important asset, because it permits businesses to make better decisions once it is converted into information.
    Answer: ● True   False

38) _____

39) The two uses of databases are operational processing and future planning purposes.
    Answer: True   ● False

39) _____

40) The four main objects in an Access database are tables., queries, forms, and reports.
    Answer: ● True   False

40) _____

41) In an Access database, a column is a record, while a row is a field.
    Answer: True   ● False

41) _____

42) A sample database is empty, while a template database has presupplied example data.
    Answer: True   ● False

42) _____

43) Once you run a virus scan, you can trust a file permanently.
    Answer: True   ● False

43) _____

44) To open or close the Navigation Pane, use the Shutter Bar Open/Close button.
    Answer: ● True   False

44) _____

45) The ONLY view available in the navigation Pane is all objects such as tables, queries, forms, and reports organized by object type.
    Answer: True   ● False

45) _____

46) A database and a database management system are not the same thing. A database is a collection of data, while a database management system is a software program that manages the data.
    Answer: ● True   False

46) _____

47) While it is possible to import data from an Excel file, it is NOT possible to import data from a Word file.
    Answer: True   ● False

47) _____

48) When you name a table in Access, you should use a long name that specifically identifies the data in the table.
   Answer: True   ⊙ False
48) _____

49) Breaking up a field such as address into multiple fields makes it easier to develop a report based on city or state.
   Answer: ⊙ True   False
49) _____

50) Data redundancy occurs when you have tables that are not related to the other tables in the database.
   Answer: True   ⊙ False
50) _____

51) When you need to analyze the data in an Access database, you should export a query to Excel and use the analysis tools in Excel.
   Answer: ⊙ True   False
51) _____

52) Having multiple large tables open at once in Access can slow the database management system down.
   Answer: ⊙ True   False
52) _____

53) One of the limitations of the Access database management system is that it can NOT calculate information such as total sales or baseball scores.
   Answer: True   ⊙ False
53) _____

54) A query creates a run time table called a recordset.
   Answer: ⊙ True   False
54) _____

55) Access automatically saves data changes, so the query does not need to be saved.
   Answer: True   ⊙ False
55) _____

56) To prevent data entry clerks from having access to data that is not needed in their jobs, such as salaries or social security numbers of employees, a form can be developed that gives them only the access they need to complete their work.
   Answer: ⊙ True   False
56) _____

57) If you need to print your results, your BEST option is to create a query.
   Answer: True   ⊙ False
57) _____

58) Grouping records puts them within a specific ascending order based on field values.
   Answer: True   ⊙ False
58) _____

59) The Back Up Database command is available in the Backstage view on the Save & Publish tab.
   Answer: ⊙ True   False
59) _____

60) When you delete a record or object, Access reuses the original space for the next record or object you create.
   Answer: True   ⊙ False
60) _____

SHORT ANSWER.   Write the word or phrase that best completes each statement or answers the question.

61) Facts about people, events, things, or ideas are called _____.
   Answer: data
61) _____

62) Storing, managing, and providing access to business records is the purpose of a(n) _____.
Answer: database

62) _____

63) Linking _____ together is what makes databases powerful.
Answer: tables

63) _____

64) Access is a(n) _____ DBMS (database management system).
Answer: relational

64) _____

65) The data pertaining to one person, place, thing, or event is called a(n) _____.
Answer: record

65) _____

66) The view that shows the data contents within a table is the _____ view.
Answer: datasheet

66) _____

67) The view that shows how fields are defined is the _____ view.
Answer: design

67) _____

68) A specific piece of information that is stored in every record in a column is called a(n) _____.
Answer: field

68) _____

69) While a sample database has sample data included with it, a _____ is a database that has a structure and definitions, but no data.
Answer: template

69) _____

70) You have to tell Access that you trust content before features that a(n) _____ might use to infect your computer will work.
Answer: virus

70) _____

71) In Access, data is stored in an arrangement of columns and rows called _____.
Answer: tables

71) _____

72) Copying data from another file in an Excel worksheet is called _____.
Answer: importing

72) _____

73) Data _____ is the result of repetition of data in tables in a database.
Answer: redundancy

73) _____

74) The way to find answers based on data in a database is to create a(n) _____.
Answer: query

74) _____

75) A step-by-step guide that walks users through tasks to help you create a form, query, or report is a(n) _____.
Answer: wizard

75) _____

76) A(n) _____ is the run time table created as the result of a query.
Answer: recordset

76) _____

77) The operator _____ selects the records where the field values listed are within the two values.

77) _____

Answer: between

78) A way to interface with a table other than in the Datasheet view is a(n) _____.   78) _____
   Answer: form

79) A(n) _____ can be based on the data in a table or query.   79) _____
   Answer: report

80) Arranging records together by the value of a single field is called _____.   80) _____
   Answer: grouping

Matching

Match the answer on the left to the appropriate definition on the right. Each answer can only be used once.

81) I. < >   A. Selects the records where the field value is greater than or equal   81) _____
                  to the value provided.
   II. =   B. Selects records where the field value is not equal to the
                  value provided.
   III. <=   C. Selects the records where the field value is less than or equal to
                  the value provided.
   IV. >=   D. Selects the records where the field value is less than the value provided.
   V. <   E. Selects the records where the field value is equal to the value provided.
   Answer: I. B, II. E, III. C, IV. A, V. D

82) I.   append now   A. A run time table created as the result of a query   82) _____
    II. recordset   B. The first blank row at the end of the table.
    III. query design grid   C. A small box at the left of a record
    IV. compacting   D. Rearranging objects to use disk space more
                                  efficiently and releases the unused space that
                                  results from deleting records or objects.
    V.   record selector   E. The bottom half of the Design view screen which
                                  shows which fields are selected in a query.
   Answer: I. B, II. A, III. E, IV. D, V. C

1) B
2) C
3) A
4) A
5) D
6) B
7) D
8) D
9) C
10) D
11) B
12) D
13) D
14) B
15) D
16) B
17) D
18) D
19) C
20) D
21) A
22) A
23) C
24) C
25) C
26) B
27) C
28) B
29) D
30) C
31) C
32) A
33) B
34) B
35) D
36) B
37) A
38) TRUE
39) FALSE
40) TRUE
41) FALSE
42) FALSE
43) FALSE
44) TRUE
45) FALSE
46) TRUE
47) FALSE
48) FALSE
49) TRUE
50) FALSE
51) TRUE

52) TRUE
53) FALSE
54) TRUE
55) FALSE
56) TRUE
57) FALSE
58) FALSE
59) TRUE
60) FALSE
61) data
62) database
63) tables
64) relational
65) record
66) datasheet
67) design
68) field
69) template
70) virus
71) tables
72) importing
73) redundancy
74) query
75) wizard
76) recordset
77) between
78) form
79) report
80) grouping
81) I. B, II. E, III. C, IV. A, V. D
82) I. B, II. A, III. E, IV. D, V. C