

Your Office: Microsoft Office 2016 Volume 1 (Kinser)
Excel Chapter 1

1) A _____ application is a computer program has a user interface comprised of a grid of rows and columns.

- A) database
- B) spreadsheet
- C) matrix
- D) tabular

Answer: B

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

2) The intersection of a row and column is called a _____.

- A) container
- B) chamber
- C) cubicle
- D) cell

Answer: D

Diff: 1 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

3) A _____ is a grid of columns and rows in which data is entered.

- A) database
- B) presentation
- C) document
- D) worksheet

Answer: D

Diff: 1 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

4) Formulas and functions begin with a(n) _____ sign.

- A) #
- B) =
- C) @
- D) &

Answer: B

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

5) Which of the following is NOT a type of data that can be contained in a cell?

- A) Formulas
- B) Functions
- C) Text
- D) Subroutines

Answer: D

Diff: 3 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

6) The file extension for Microsoft Excel 2016 workbooks is _____.

- A) .xlx
- B) .xlls
- C) .xls
- D) .xlsx

Answer: D

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

7) When there are multiple worksheets, you can use the keyboard shortcut Ctrl + _____ to move one worksheet to right.

- A) Home
- B) End
- C) PgDn
- D) PgUp

Answer: C

Diff: 2 Page Ref: 330

Objective: 2. Navigate worksheets and workbooks

8) The keyboard shortcut to move one column to the left is _____.

- A) Shift + Tab
- B) Ctrl + Tab
- C) Tab
- D) Ctrl + Home

Answer: A

Diff: 2 Page Ref: 330

Objective: 2. Navigate worksheets and workbooks

9) The keyboard shortcut to move to cell A1 is _____.

- A) Home
- B) Shift + Home
- C) Alt + Home
- D) Ctrl + Home

Answer: D

Diff: 2 Page Ref: 330

Objective: 2. Navigate worksheets and workbooks

10) To move right one screen, you would use the keyboard shortcut _____.

- A) PgDn
- B) Shift + PgDn
- C) Ctrl + PgDn
- D) Alt + PgDn

Answer: D

Diff: 3 Page Ref: 330

Objective: 2. Navigate worksheets and workbooks

11) A comment is indicated by the presence of a _____ in the upper-right corner of a cell.

- A) red square
- B) green square
- C) red triangle
- D) green triangle

Answer: A

Diff: 2 Page Ref: 332

Objective: 3. Document your work

12) To insert a comment into a cell, you click New Comment in the: _____ tab.

- A) Comments group on the Review
- B) Comments group on the Insert
- C) Documentation group on the Review
- D) Documentation group on the Insert

Answer: A

Diff: 2 Page Ref: 332

Objective: 3. Document your work

13) Which of the following is NOT an example of worksheet documentation?

- A) Descriptive drop-down documentation menus
- B) Descriptive worksheet names
- C) Descriptive cell labels
- D) Descriptive column titles

Answer: A

Diff: 2 Page Ref: 333

Objective: 3. Document your work

14) Which of the following is typically NOT contained in a separate documentation worksheet?

- A) Modification dates
- B) Author
- C) Charts
- D) Modification History

Answer: C

Diff: 1 Page Ref: 333

Objective: 3. Document your work

15) The base date for date and time data in Excel 2016 is _____.

- A) January 1, 1000
- B) December 31, 999
- C) December 31, 1899
- D) January 1, 1900

Answer: D

Diff: 3 Page Ref: 334

Objective: 4. Enter and edit data

16) Which of the following data types is NOT automatically right-aligned by Excel?

- A) Numeric
- B) Date
- C) Text
- D) Time

Answer: C

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

17) If you enter a date or time that is not recognized, Excel treats the information as _____ and left-aligns it in the cell.

- A) Numeric
- B) Text
- C) Date
- D) Time

Answer: B

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

18) If you click _____, the insertion point is displayed in the formula bar.

- A) in a cell
- B) in the formula bar
- C) a worksheet tab
- D) the Home tab

Answer: B

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

19) The keyboard shortcut for Undo is _____.

- A) Ctrl + Y
- B) Ctrl + W
- C) Ctrl + U
- D) Ctrl + Z

Answer: D

Diff: 2 Page Ref: 335

Objective: 4. Enter and edit data

20) To insert a line break or hard return in a cell, you would press _____.

- A) Ctrl + Enter
- B) Enter
- C) Alt + Enter
- D) Shift + Enter

Answer: C

Diff: 3 Page Ref: 336

Objective: 4. Enter and edit data

21) You can select a noncontiguous range of cells by pressing and holding the _____ key when using it in combination with other navigation keys and/or the mouse.

- A) F7
- B) F5
- C) Alt
- D) Ctrl

Answer: D

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

22) An example of a range of cells is _____.

- A) A1:A3
- B) A1&A3
- C) A1+A3
- D) A1-A3

Answer: A

Diff: 1 Page Ref: 337

Objective: 5. Work with cells and cell ranges

23) The Merge & Center button is located in the _____ tab.

- A) Alignment group on the Home
- B) Styles group on the Home
- C) Alignment group on the Layout
- D) Styles group on the Layout

Answer: A

Diff: 3 Page Ref: 343

Objective: 5. Work with cells and cell ranges

24) To select several contiguous columns, click the header of the first column, _____ the header of the last column.

- A) then double-click
- B) then right-click
- C) press and hold Shift, and click
- D) press and hold Ctrl, and click

Answer: C

Diff: 3 Page Ref: 345

Objective: 5. Work with cells and cell ranges

25) To select noncontiguous rows, click the header of the first row, _____ the header of each additional row.

- A) then double-click
- B) then right-click
- C) press and hold Shift, and
- D) press and hold Ctrl, and click

Answer: D

Diff: 3 Page Ref: 345

Objective: 5. Work with cells and cell ranges

26) After selecting a row, pressing the shortcut key _____ will insert a new row above the selected row.

- A) Ctrl + I
- B) Ctrl + +
- C) Ctrl + #
- D) Ctrl + R

Answer: B

Diff: 3 Page Ref: 345

Objective: 6. Adjust columns and rows

27) In Excel, the height of the rows is measured in _____.

- A) picas
- B) points
- C) pixels
- D) ppm

Answer: B

Diff: 2 Page Ref: 347

Objective: 6. Adjust columns and rows

28) To change the width of a column, you click Column Width in the _____ tab.

- A) Cells group on the Format tab.
- B) Adjustment group on the Format tab.
- C) Cells group on the Home tab.
- D) Adjustment group on the Home tab.

Answer: C

Diff: 2 Page Ref: 348

Objective: 6. Adjust columns and rows

29) To AutoFit the width of a column, you click Format and then click AutoFit Column Width in the _____ tab.

- A) Cells group on the View
- B) Format group on the View
- C) Cells group on the Home
- D) Format group on the Home

Answer: C

Diff: 2 Page Ref: 348

Objective: 6. Adjust columns and rows

30) If a numerical value is too narrow to be displayed in a cell, a series of _____ characters is displayed.

- A) &
- B) @
- C) %
- D) #

Answer: D

Diff: 2 Page Ref: 349

Objective: 6. Adjust columns and rows

31) _____ worksheet tabs identify inactive worksheets.

- A) Green
- B) Gray
- C) White
- D) Blue

Answer: B

Diff: 2 Page Ref: 350

Objective: 7. Manipulate worksheets and workbooks

32) You can copy a worksheet within a workbook, by _____, and then dragging a copy of the worksheet to its new location.

- A) double-clicking the worksheet tab
- B) clicking the worksheet tab, pressing and holding Ctrl
- C) right-clicking the worksheet tab
- D) clicking the worksheet tab, pressing and holding Shift

Answer: B

Diff: 3 Page Ref: 352

Objective: 7. Manipulate worksheets and workbooks

33) You can rename a worksheet by _____ its tab and then typing the new name.

- A) right-clicking
- B) double-clicking
- C) pressing Ctrl and clicking
- D) clicking

Answer: B

Diff: 2 Page Ref: 353

Objective: 7. Manipulate worksheets and workbooks

34) Headers and footers contain _____ section(s).

- A) one
- B) two
- C) three
- D) four

Answer: C

Diff: 1 Page Ref: 364

Objective: 8. Preview, print, and export workbooks

35) Normal margins for Excel are _____ inch on the left and right sides of the page.

- A) 0.3
- B) 0.7
- C) 0.75
- D) 0.5

Answer: B

Diff: 3 Page Ref: 365

Objective: 8. Preview, print, and export workbooks

36) Worksheets can be oriented to print on paper in one of _____ ways.

- A) two
- B) three
- C) four
- D) five

Answer: A

Diff: 1 Page Ref: 366

Objective: 8. Preview, print, and export workbooks

37) The default print range in Excel is _____.

- A) Print Selection
- B) Print Entire Workbook
- C) Print Active Print Areas
- D) Print Active Sheets

Answer: D

Diff: 2 Page Ref: 367

Objective: 8. Preview, print, and export workbooks

38) The file extension PDF stands for _____.

- A) Portable Data File
- B) Portable Document Format
- C) Portable Data Format
- D) Portable Document File

Answer: B

Diff: 2 Page Ref: 367

Objective: 8. Preview, print, and export workbooks

39) A formula is a built-in program that would be used to find the average of a series of numbers.

Answer: FALSE

Diff: 1 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

40) When using a what-if analysis, you change values in spreadsheet cells to see the effects on calculated values of interest.

Answer: TRUE

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

41) When collecting data in a spreadsheet, each row contains a record.

Answer: TRUE

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

42) A worksheet is a file containing at least one workbook.

Answer: FALSE

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

43) A function is an equation that produces a result and may contain numbers, operators, text, and/or functions.

Answer: FALSE

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

44) The active worksheet has a white tab with bold letters and a thick bottom border.

Answer: TRUE

Diff: 2 Page Ref: 326

Objective: 1. Understand spreadsheet terminology and components

45) In Microsoft Excel 2016, workbooks have a file extension of .xlsx.

Answer: TRUE

Diff: 2 Page Ref: 326

Objective: 1. Understand spreadsheet terminology and components

46) The Ctrl + S shortcut quickly saves your file to the same location as the last save.

Answer: TRUE

Diff: 2 Page Ref: 327

Objective: 1. Understand spreadsheet terminology and components

47) A cell reference is a combination of a row number followed by a column letter such as 12C.

Answer: FALSE

Diff: 2 Page Ref: 329

Objective: 2. Navigate worksheets and workbooks

48) Keyboard shortcuts allow rapid navigation in a worksheet without having to use the mouse.

Answer: TRUE

Diff: 2 Page Ref: 329

Objective: 2. Navigate worksheets and workbooks

49) To move up one screen, you use the Ctrl + PgUp keyboard shortcut.

Answer: FALSE

Diff: 2 Page Ref: 330

Objective: 2. Navigate worksheets and workbooks

50) When using a touch screen, the Excel 2016 commands on the ribbon and in shortcut menus are rearranged to accommodate the use of a fingertip.

Answer: FALSE

Diff: 2 Page Ref: 331

Objective: 2. Navigate worksheets and workbooks

51) A comment is added to an individual cell.

Answer: TRUE

Diff: 2 Page Ref: 332

Objective: 3. Document your work

52) The dollar sign (\$) and comma (,) are stored as part of a numeric cell value.

Answer: FALSE

Diff: 3 Page Ref: 334

Objective: 4. Enter and edit data

53) In Excel, date and time data are special forms of numeric data.

Answer: TRUE

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

54) By default, numeric data is right-aligned in a cell.

Answer: TRUE

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

55) By default, text data is center-aligned in a cell.

Answer: FALSE

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

56) Data formatted as a date takes the form of a serial number, with the number 1 representing January 1, 1900.

Answer: TRUE

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

57) A noncontiguous cell range consists of multiple cells where all cells are directly adjacent to each other.

Answer: FALSE

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

58) A contiguous cell range consists of multiple cells where at least one cell is not directly adjacent to other cells.

Answer: FALSE

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

59) A comment is a temporary storage location where information that was cut or copied is stored until you paste, move, or clear the information.

Answer: FALSE

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

60) A destination cell is the location cell to be modified by a move or paste operation.

Answer: TRUE

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

61) One of the most efficient ways of moving data from one cell to another is to drag and drop.

Answer: TRUE

Diff: 2 Page Ref: 340

Objective: 5. Work with cells and cell ranges

62) Merge & Center can only be applied to horizontal cell ranges.

Answer: FALSE

Diff: 2 Page Ref: 343

Objective: 5. Work with cells and cell ranges

63) White space refers to blank areas of a worksheet that do not contain data or documentation, regardless of the actual color.

Answer: TRUE

Diff: 2 Page Ref: 345

Objective: 6. Adjust columns and rows

64) Gray worksheet tabs identify inactive worksheets.

Answer: TRUE

Diff: 3 Page Ref: 350

Objective: 7. Manipulate worksheets and workbooks

65) If you mistakenly delete a worksheet, you can recover it by pressing Undo.

Answer: FALSE

Diff: 1 Page Ref: 353

Objective: 7. Manipulate worksheets and workbooks

66) The AutoFill property adjusts the height of a row so that its cell contents fit in the row.

Answer: FALSE

Diff: 2 Page Ref: 354

Objective: 7. Manipulate worksheets and workbooks

67) Page Break Preview allows you to manually adjust the location of page breaks.

Answer: TRUE

Diff: 1 Page Ref: 358

Objective: 8. Preview, print, and export workbooks

68) Adobe System's PDF reader application CANNOT be used to edit a document that was saved with the pdf extension.

Answer: TRUE

Diff: 2 Page Ref: 367

Objective: 8. Preview, print, and export workbooks

69) The intersection of each row and column is called a(n) _____.

Answer: cell

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

70) When collecting data in a spreadsheet, each _____ is a field in a record.

Answer: column

Diff: 1 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

71) A(n) _____ is an equation that produces results such as numbers or text.

Answer: formula

Diff: 3 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

72) A(n) _____ is a built-in program that performs a task such as finding the sum of a series of numbers.

Answer: function

Diff: 3 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

73) A(n) _____ is a horizontal set of cells that encompasses all the columns in a worksheet.

Answer: row

Diff: 1 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

74) _____ allows you to examine the outcome of the changes to values in a worksheet.

Answer: what-if analysis

Diff: 3 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

75) When using Excel, a spreadsheet is also referred to as a(n) _____.

Answer: worksheet

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

76) The worksheet that is visible in the Excel application window is the _____ worksheet.

Answer: active

Diff: 2 Page Ref: 326

Objective: 1. Understand spreadsheet terminology and components

77) A file that contains one or more worksheets is a(n) _____.

Answer: workbook

Diff: 2 Page Ref: 326

Objective: 1. Understand spreadsheet terminology and components

78) The cell that receives an action, such as a click, calculation, or paste is the _____ cell.

Answer: active

Diff: 2 Page Ref: 329

Objective: 2. Navigate worksheets and workbooks

79) A(n) example of a cell _____ is K12.

Answer: reference

Diff: 2 Page Ref: 329

Objective: 2. Navigate worksheets and workbooks

80) In _____, the ribbon and shortcut menus are enlarged to make selecting commands with your fingertip easier.

Answer: touch mode

Diff: 2 Page Ref: 331

Objective: 3. Document your work

81) A red triangle in the upper-right corner of a cell indicates the existence of a(n) _____.

Answer: comment

Diff: 2 Page Ref: 332

Objective: 3. Document your work

82) _____ data contains numbers and special characters such as the period (.) and hyphen (-).

Answer: Numeric

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

83) _____ data is formatted as a serial number.

Answer: Date

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

84) By default, _____ data is left-aligned in a cell.

Answer: text

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

85) Time data is represented as a(n) _____ value.

Answer: decimal

Diff: 2 Page Ref: 334

Objective: 4. Enter and edit data

86) A(n) _____ cell range consists of cells directly adjacent to one another.

Answer: contiguous

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

87) The cells on a worksheet that have been selected are a cell _____.

Answer: range

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

88) _____ combines selected cells into a single cell and then centers the text within that single cell.

Answer: Merge & Center

Diff: 1 Page Ref: 343

Objective: 5. Work with cells and cell ranges

89) Blank areas of a worksheet that do not contain data or documentation are called _____.

Answer: white space

Diff: 2 Page Ref: 345

Objective: 5. Work with cells and cell ranges

90) _____ is a smart copy that will try to guess how you want values or formulas changed as you copy.

Answer: AutoFill

Diff: 2 Page Ref: 354

Objective: 7. Manipulate worksheets and workbooks

91) When using _____ orientation, the horizontal dimension of the paper is longer.

Answer: landscape

Diff: 3 Page Ref: 366

Objective: 8. Preview, print, and export workbooks

92) When using _____ orientation, the vertical dimension of the paper is longer.

Answer: portrait

Diff: 3 Page Ref: 366

Objective: 8. Preview, print, and export workbooks

93) _____ is a file type that preserves most formatting attributes of a source document regardless of the software in which the document was created.

Answer: PDF, Portable Document Format

Diff: 2 Page Ref: 367

Objective: 8. Preview, print, and export workbooks

94) Match the following terms with their definition.

- I. Cell
- II. Column
- III. Field
- IV. Formula
- V. Function

- A. Performs a mathematical calculation
- B. The intersection of a row and a column in a table or worksheet
- C. A built-in formula
- D. An item of information in a worksheet column that is associated with something of interest
- E. A vertical set of cells that encompasses all the rows in a worksheet

Answer: B, E, D, A, C

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

95) Match the following terms with their definition.

- I. Record
- II. Row
- III. Spreadsheet
- IV. What-if analysis
- V. Worksheet

- A. A horizontal set of cells that encompasses all the columns in a worksheet
- B. A two-dimensional grid that can be used to model quantitative data
- C. Each instance of a spreadsheet
- D. All of the categories of data that are formatted as a row in a worksheet
- E. Allows you to examine the outcome of the changes to values in a worksheet

Answer: D, A, B, E, C

Diff: 2 Page Ref: 325

Objective: 1. Understand spreadsheet terminology and components

96) Match the following terms with their definition.

- I. Active worksheet
- II. Workbook
- III. Active cell
- IV. Cell reference
- V. Keyboard shortcut

- A. An Excel file that contains one or more worksheets
- B. Identified by the thick green border
- C. Has a white background with bold letters and a thick bottom border
- D. Eliminates the need to use a mouse
- E. A reference within a formula or function instead of a value

Answer: C, A, B, E, D

Diff: 3 Page Ref: 326-329

Objective: Various

97) Match the following terms with their definition.

- I. Comment
- II. Date data
- III. Numeric data
- IV. Text data
- V. Time data

- A. A text box, similar to a sticky note, that is attached to a cell
- B. Can contain any combination of printable characters
- C. Data that contains only the digits 0-9 and possibly a period (.)
- D. Represented as a decimal value
- E. Takes the form of a serial number

Answer: A, E, C, B, D

Diff: 2 Page Ref: 332-334

Objective: Various

98) Match the following terms with their definition.

- I. Cell range
- II. Clipboard
- III. Contiguous cell range
- IV. Destination cell
- V. Noncontiguous cell range

- A. The cells in the worksheet that have been selected
- B. A range consisting of multiple selected cells, all of which are directly adjacent to at least one other
- C. A range consisting of multiple selected cells, at least one of which is not directly adjacent to at least one other
- D. The cell that receives the result of an operation
- E. A temporary storage location

Answer: A, E, B, D, C

Diff: 2 Page Ref: 337

Objective: 5. Work with cells and cell ranges

99) Match the following terms with their definition.

- I. Normal view
- II. Page Break Preview
- III. Print Preview
- IV. Page Layout view
- V. Orientation

- A. Only the cells in the worksheet are visible
- B. Does not show page margins, headers, or footers
- C. The Backstage View of a workbook
- D. Shows page margins, print headers and footers, and page breaks
- E. Layout of how the workbook will print on paper

Answer: A, B, C, D, E

Diff: 2 Page Ref: 358-366

Objective: 5. Work with cells and cell ranges

Your Office: Microsoft Office 2016 Volume 1 (Kinser)
PowerPoint Chapter 1

1) Which of the following is NOT a question that you need to consider when determining your target audience?

- A) How large is the audience?
- B) How long are you expected to speak?
- C) Why is the topic important to your audience?
- D) What should you say about the history of your company?

Answer: D

Diff: 3 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

2) For the most part, the purpose of presentations will fall into one of _____ categories?

- A) two
- B) three
- C) four
- D) five

Answer: B

Diff: 2 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

3) Regarding the purpose of presentations, all of the following are one of the categories EXCEPT:

- A) Storytelling
- B) Informational
- C) Persuasion
- D) Prepare

Answer: A

Diff: 2 Page Ref: 765-766

Objective: 1. Plan your presentation with a purpose for an intended outcome

4) For each hour of a presentation, you allow _____ hours of planning time.

- A) two
- B) three
- C) four
- D) five

Answer: C

Diff: 2 Page Ref: 766

Objective: 2. Define the purpose, scope, and audience of a presentation

5) All of the following are storyboard panels EXCEPT:

- A) layout.
- B) content.
- C) timing considerations.
- D) audio/visual elements.

Answer: C

Diff: 2 Page Ref: 770

Objective: 3. Plan the presentation content

6) A _____ is a conceptual drawing, much like a comic book.

- A) template
- B) design theme
- C) storyboard
- D) Pecha Kucha

Answer: C

Diff: 2 Page Ref: 770

Objective: 3. Plan the presentation content

7) In a presentation, which type of chart would be used to show a comparison of the parts to the whole?

- A) Column
- B) Line
- C) Bar
- D) Pie

Answer: D

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

8) In a presentation, which type chart would be used to show trends over time?

- A) Column
- B) Line
- C) Bar
- D) Pie

Answer: B

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

9) Which of the following is NOT a citation formatting source suggested in the text?

- A) Chicago Manual of Style
- B) Modern Language Association
- C) Council of Science Editors
- D) American Psychological Association

Answer: C

Diff: 2 Page Ref: 772

Objective: 3. Plan the presentation content

10) PowerPoint's default view is the _____ view.

- A) Slide Show
- B) Notes
- C) Normal
- D) Outline

Answer: C

Diff: 2 Page Ref: 772

Objective: 4. Work with PowerPoint windows and views

11) When beginning to create a presentation, it is suggested that you use the _____ view.

- A) Outline
- B) Normal
- C) Notes
- D) Slide Show

Answer: A

Diff: 2 Page Ref: 772-773

Objective: 4. Work with PowerPoint windows and views

12) Which of the follow in NOT a Normal view pane?

- A) Right hand
- B) Left hand
- C) Slide
- D) Notes

Answer: A

Diff: 3 Page Ref: 773

Objective: 4. Work with PowerPoint windows and views

13) The _____ pane is used to edit text, images, and other slide objects.

- A) Notes
- B) Picture
- C) Slide
- D) Edit

Answer: C

Diff: 2 Page Ref: 773

Objective: 4. Work with PowerPoint windows and views

14) The Zoom Slider is located on the _____.

- A) Left pane
- B) Status bar
- C) Notes pane
- D) Slide pane

Answer: B

Diff: 2 Page Ref: 773

Objective: 4. Work with PowerPoint windows and views

15) You would use _____ view to rearrange slides and review slide transitions.

- A) Slide Sorter
- B) Slide Show
- C) Normal
- D) Outline

Answer: A

Diff: 2 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

16) When using Slide Sorter view, the selected slide is highlighted by _____.

- A) red circles at each corner
- B) an orange border
- C) a red border
- D) orange circles at each corner

Answer: B

Diff: 2 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

17) Which of the following is NOT a view button on the status bar?

- A) Notes Page
- B) Slide Sorter
- C) Slide Show
- D) Reading

Answer: A

Diff: 2 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

18) You can change the screen size by clicking Slide Size on the _____ tab.

- A) Home
- B) Slide Show
- C) View
- D) Design

Answer: D

Diff: 2 Page Ref: 778

Objective: 4. Work with PowerPoint windows and views

19) Which of the following is NOT a method of advancing to the next slide during a presentation?

- A) Using a mouse
- B) Using voice control
- C) Using the keyboard
- D) Swiping on a touch screen

Answer: B

Diff: 2 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

20) During a presentation, pressing _____ will advance to the next slide.

- A) Esc
- B) Ctrl
- C) Spacebar
- D) Alt

Answer: C

Diff: 2 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

21) During a presentation, pressing _____ will advance to the next slide.

- A) Back arrow
- B) Down arrow
- C) F5
- D) F6

Answer: B

Diff: 2 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

22) To end a slide show, press _____.

- A) Down arrow
- B) F3
- C) F5
- D) Esc

Answer: D

Diff: 2 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

23) When running a slide show, which of the following is NOT a key that returns to the previous slide?

- A) PgDn
- B) Backspace
- C) P
- D) Up arrow

Answer: A

Diff: 2 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

24) When viewing a slide show, which of the following is NOT a key that advances to the next slide?

- A) G
- B) PgDn
- C) Enter
- D) Down arrow

Answer: A

Diff: 2 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

25) When viewing a slide show, pressing _____ will display all slides.

- A) D
- B) F3
- C) G
- D) F6

Answer: C

Diff: 1 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

26) Some presenters use the _____ rule to help guide the amount of text placed on a slide.

- A) no more than nine
- B) 9 x 9
- C) 6 x 6
- D) no more than six

Answer: C

Diff: 2 Page Ref: 782

Objective: 5. Navigate in Slide Show view and Outline View

27) To add a new slide, click the New Slide button in the _____ tab.

- A) Slides group on the Home
- B) Slides group on the Design
- C) Customize group on the Home
- D) Customize group on the Design

Answer: A

Diff: 2 Page Ref: 783

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

28) When planning a presentation, you should plan to show a new slide every _____ minute(s).

- A) one
- B) two to three
- C) one to two
- D) two

Answer: B

Diff: 2 Page Ref: 784

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

29) PowerPoint objects that hold different types of content for the presentation are called _____.

- A) containers
- B) placeholders
- C) capsules
- D) receptacles

Answer: B

Diff: 2 Page Ref: 786

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

30) Sizing handles are small _____ in the center and corners of the border surrounding an object that can be used to resize the object.

- A) squares or diamonds
- B) squares or triangles
- C) boxes or circles
- D) boxes or triangles

Answer: C

Diff: 2 Page Ref: 786

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

31) Background, color, and font selections are included as part of a(n) _____.

- A) storyboard
- B) slide layout
- C) design theme
- D) placeholder

Answer: C

Diff: 2 Page Ref: 787

Objective: 7. Understand the purpose and benefits of using themes

32) The Header & Footer button is located in the _____ tab.

- A) Comments group on the Insert tab
- B) Comments group on the Design tab
- C) Text group on the Insert tab
- D) Text group on the Design tab

Answer: C

Diff: 1 Page Ref: 791

Objective: 7. Understand the purpose and benefits of using themes

33) _____ space is a space on a slide without text or graphics.

- A) Blue
- B) Clear
- C) White
- D) Green

Answer: C

Diff: 1 Page Ref: 794

Objective: 8. Edit and move slide content

34) The _____ tool gives access to a variety of reference books, dictionaries, research websites, and business and financial sites.

- A) Smart Lookup
- B) Spelling
- C) Thesaurus
- D) Research

Answer: A

Diff: 2 Page Ref: 795

Objective: 9. Utilize proofing and research tools

35) The _____ tool is a research tool that enables you to select synonyms for words in the presentation.

- A) Smart Lookup
- B) Spelling
- C) Thesaurus
- D) Research

Answer: C

Diff: 2 Page Ref: 795

Objective: 9. Utilize proofing and research tools

36) Saving a presentation _____ allows you to open the presentation without having to open PowerPoint.

- A) as a storyboard
- B) as a PDF file
- C) in Slide Show view
- D) as a PowerPoint Show

Answer: D

Diff: 2 Page Ref: 798

Objective: 10. Save a presentation

37) Saving a presentation _____ allows you to easily distribute the presentation on a website.

- A) as a storyboard
- B) as a PDF file
- C) in Slide Show view
- D) as a PowerPoint Show

Answer: B

Diff: 2 Page Ref: 799

Objective: 10. Save a presentation

38) A PowerPoint file that includes predefined layouts, theme colors, and fonts is called a _____.

- A) placeholder
- B) template
- C) theme
- D) smart layout

Answer: B

Diff: 3 Page Ref: 802

Objective: 12. Utilize PowerPoint templates to create presentations

39) Adding visual components helps make a presentation memorable.

Answer: TRUE

Diff: 1 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

40) PowerPoint 2016 is an application that enables users to create professional-quality presentations.

Answer: TRUE

Diff: 1 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

41) An individual data value is a data series.

Answer: FALSE

Diff: 1 Page Ref: 485

Objective: 1. Plan your presentation with a purpose for an intended outcome

42) Generally, the purpose of presentations will fall into one of four major categories.

Answer: FALSE

Diff: 2 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

43) An example of a presentation used to prepare the audience is a museum kiosk that provides history of the artwork.

Answer: FALSE

Diff: 3 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

44) An example of a presentation used to inform an audience is a class lecture.

Answer: TRUE

Diff: 3 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

45) Sales and political presentations are examples of informational presentations.

Answer: FALSE

Diff: 3 Page Ref: 766

Objective: 1. Plan your presentation with a purpose for an intended outcome

46) Click outside a chart object or press Esc to deselect an object.

Answer: TRUE

Diff: 2 Page Ref: 487

Objective: 1. Plan your presentation with a purpose for an intended outcome

47) According to Cliff Atkinson, you should write a script for your presentation that makes the audience the protagonist, or the main character, who faces a problem that you will help to solve.

Answer: TRUE

Diff: 3 Page Ref: 766

Objective: 1. Plan your presentation with a purpose for an intended outcome

48) A good presenter will allow approximately two hours of planning time for each hour of presentation time.

Answer: FALSE

Diff: 2 Page Ref: 766

Objective: 2. Define the purpose, scope, and audience of a presentation

49) Pecha Kucha is Japanese for chit-chat.

Answer: TRUE

Diff: 2 Page Ref: 768

Objective: 2. Define the purpose, scope, and audience of a presentation

50) Using a storyboard can enable you to plan and visualize how your presentation will come together.

Answer: TRUE

Diff: 2 Page Ref: 770

Objective: 3. Plan the presentation content

51) Storyboards were developed by Pixar during the 1980s.

Answer: FALSE

Diff: 3 Page Ref: 770

Objective: 3. Plan the presentation content

52) A line chart is used to display a part to a whole.

Answer: FALSE

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

53) A pie chart shows trends over time.

Answer: FALSE

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

54) Bar charts are similar to column charts.

Answer: TRUE

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

55) Outline view is the default view in PowerPoint.

Answer: FALSE

Diff: 2 Page Ref: 772

Objective: 4. Work with PowerPoint windows and views

56) Normal view is used to edit the slides.

Answer: TRUE

Diff: 2 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

57) Slide Show view is used to display the presentation to an audience.

Answer: TRUE

Diff: 2 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

58) In a presentation, Reading View displays the titles and bullet points of the slides.

Answer: FALSE

Diff: 2 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

59) Demoting outline text moves the text up a level, and promoting outline text moves the text down a level.

Answer: FALSE

Diff: 1 Page Ref: 780

Objective: 5. Navigate in Slide Show view and Outline View

60) To be a good communicator you need to be a good storyteller.

Answer: TRUE

Diff: 2 Page Ref: 782

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

61) You should always include contact information at the end of your presentation.

Answer: TRUE

Diff: 2 Page Ref: 783

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

62) Design themes are available on the Home tab in PowerPoint.

Answer: FALSE

Diff: 2 Page Ref: 788

Objective: 7. Understand the purpose and benefits of using themes

63) White space was named because it refers to the area on a slide that is actually white in color.

Answer: FALSE

Diff: 2 Page Ref: 794

Objective: 7. Understand the purpose and benefits of using themes

64) The _____ audience refers to the general characteristics of the group of people to whom you are planning to present.

Answer: target

Diff: 2 Page Ref: 765

Objective: 1. Plan your presentation with a purpose for an intended outcome

65) Every presentation begins with _____.

Answer: planning

Diff: 3 Page Ref: 766

Objective: 2. Define the purpose, scope, and audience of a presentation

66) The unique format for presentations that was first used in Tokyo, Japan, in 2003 by a Western architecture firm is called _____.

Answer: Pecha Kucha

Diff: 3 Page Ref: 768

Objective: 2. Define the purpose, scope, and audience of a presentation

67) A good presentation can help to organize the audience's thinking by providing a(n) _____ of the presentation.

Answer: roadmap

Diff: 2 Page Ref: 769

Objective: 2. Define the purpose, scope, and audience of a presentation

68) A(n) _____ resembles a comic book.

Answer: storyboard

Diff: 2 Page Ref: 770

Objective: 3. Plan the presentation content

69) The concept of storyboards was developed by _____ during the 1930s.

Answer: Walt Disney Studio

Diff: 3 Page Ref: 770

Objective: 3. Plan the presentation content

70) Storyboards date back to the _____.

Answer: 1930s

Diff: 2 Page Ref: 770

Objective: 3. Plan the presentation content

71) A(n) _____ chart is used to display the parts of a whole.

Answer: pie

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

72) A(n) _____ or column chart is used to compare items in rank or changes over a period of time.

Answer: bar

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

73) A(n) _____ or column chart is used to show changes over time.

Answer: line

Diff: 1 Page Ref: 771

Objective: 3. Plan the presentation content

74) _____ view is the default view in PowerPoint.

Answer: Normal

Diff: 2 Page Ref: 772

Objective: 4. Work with PowerPoint windows and views

75) _____ View is a view that presents left pane content on the slide in a text hierarchy that allows the presentation creator to focus on the content.

Answer: Outline view

Diff: 2 Page Ref: 772-773

Objective: 4. Work with PowerPoint windows and views

76) The _____ pane allows the user to select a slide.

Answer: left

Diff: 2 Page Ref: 773

Objective: 4. Work with PowerPoint windows and views

77) The _____ pane allows the addition of content for the speaker, not visible to the audience.

Answer: Notes

Diff: 2 Page Ref: 773

Objective: 4. Work with PowerPoint windows and views

78) The _____ view displays the slides one at a time, offering tools such as the title bar button and navigation buttons for moving between slides.

Answer: Reading

Diff: 3 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

79) The _____ view is used to display the presentation to an audience.

Answer: Slide Show

Diff: 3 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

80) The _____ view provides options for rearranging slides and reviewing slide transitions.

Answer: Slide Sorter

Diff: 2 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

81) When a slide is selected in Slide Sorter view, it is highlighted with a(n) _____ border.

Answer: orange

Diff: 2 Page Ref: 775

Objective: 4. Work with PowerPoint windows and views

82) To exit a presentation while it is displayed in Slide Show view, press _____.

Answer: Esc

Diff: 1 Page Ref: 778

Objective: 5. Navigate in Slide Show view and Outline View

83) Some presenters follow the _____ rule when determining how much text to include on a slide.

Answer: 6 x 6

Diff: 2 Page Ref: 782

Objective: 5. Navigate in Slide Show view and Outline View

84) To resize a placeholder on a slide, click and drag a(n) _____.

Answer: sizing handle

Diff: 2 Page Ref: 786

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

85) The slide _____ are provided as part of the theme applied to the presentation.

Answer: layouts

Diff: 2 Page Ref: 786

Objective: 6. Add, reuse, and rearrange slides and change slide layouts

86) A design _____ add visual interest to a presentation, including background, color, and font selections.

Answer: theme

Diff: 1 Page Ref: 787

Objective: 7. Understand the purpose and benefits of using themes

87) A(n) slide _____ is displayed at the bottom of the slide and can include items such as the slide number or date.

Answer: footer

Diff: 1 Page Ref: 791

Objective: 7. Understand the purpose and benefits of using themes

88) A container where text and graphic elements are placed is called a slide _____.

Answer: placeholder

Diff: 2 Page Ref: 794

Objective: 8. Edit and move slide content

89) _____ serves as a resting place for the eyes.

Answer: White space

Diff: 2 Page Ref: 794

Objective: 8. Edit and move slide content

90) The _____ tool provides access to a variety of reference books, dictionaries, research websites, and business and financial sites.

Answer: Smart Lookup

Diff: 3 Page Ref: 795

Objective: 9. Utilize proofing and research tools

91) The _____ tool is used to check the spelling of the presentation.

Answer: Spelling

Diff: 1 Page Ref: 795

Objective: 9. Utilize proofing and research tools

92) The research tool that enables you to select synonyms for words in the presentation is the _____ tool.

Answer: Thesaurus

Diff: 1 Page Ref: 795

Objective: 9. Utilize proofing and research tools

93) A(n) _____ is a convenient way to view a presentation because you do not need to open PowerPoint.

Answer: PowerPoint Show

Diff: 2 Page Ref: 798

Objective: 10. Save a presentation

94) When a presentation is saved as a(n) _____ file, it does not open in PowerPoint rather in Adobe Reader.

Answer: PDF, Portable Document Format

Diff: 2 Page Ref: 799

Objective: 11. Preview and print a presentation

95) A PowerPoint file with predefined layouts, theme colors, and fonts is called a(n) _____.

Answer: template

Diff: 1 Page Ref: 802

Objective: 12. Utilize PowerPoint templates to create presentations

96) Match the following terms with their definition.

- I. Slide pane
- II. Left pane
- III. Normal view
- IV. Notes pane
- V. Outline view

- A. Allows you to add speaker notes that the audience will not see
- B. Displays one slide at a time allowing the user to add, edit, and format content
- C. Used to place content on the slide in a text hierarchy
- D. The default view of PowerPoint
- E. Pane that allows you to select a slide

Answer: B, E, D, A, C

Diff: 2 Page Ref: 772-773

Objective: Various

97) Match the following terms with their definition.

- I. Target audience
- II. Pecha Kucha
- III. Reading view
- IV. Slide Show view
- V. Slide Sorter view

- A. A format that displays 20 slides for 20 seconds each
- B. Displays the slides one at a time
- C. The group of people for whom you are planning the presentation
- D. Used to display the presentation to an audience
- E. Provides options for rearranging slides and reviewing slide transitions

Answer: C, A, B, D, E

Diff: 3 Page Ref: 765, 768, 775

Objective: Various

98) Match the following terms with their description.

- I. Sizing handles
- II. Slide layout
- III. Design theme
- IV. Slide footer
- V. Slide placeholder

- A. The placement of objects, such as the title and body content, on the slide
- B. A set of elements such as colors and fonts that enable you to create consistent slides
- C. A container for text and graphic elements that can be moved and resized
- D. Small boxes or circles in the center and corners of the border surrounding an object
- E. Information that is displayed at the bottom of a slide

Answer: D, A, B, E, C

Diff: 2 Page Ref: 786-794

Objective: Various

99) Match the following terms with their description.

- I. White space
- II. Smart lookup
- III. Spelling tool
- IV. Thesaurus tool
- V. PowerPoint Show

- A. Used to check the spelling of the presentation
- B. A PowerPoint view that opens full screen
- C. A research tool that enables you to select synonyms for words in the presentation
- D. A research tool that provides access to a variety of reference materials
- E. Area that allows the user's eyes to rest

Answer: E, D, A, C, B

Diff: 2 Page Ref: 794-798

Objective: Various

Your Office: Microsoft Office 2016 Volume 1 (Kinser)
Word Chapter 1

1) Business communication is also known as a(n) _____.

- A) inherent skill
- B) soft skill
- C) unimportant skill
- D) one-way street

Answer: B

Diff: 1 Page Ref: 127

Objective: 1. Use word-processing software

2) Which of the following is NOT true about business communication?

- A) Written and verbal communication is a regular part of daily life.
- B) The way that you communicate gives others a first and lasting impression of you.
- C) Annually, American businesses spend \$5.2 billion on communication training.
- D) Students often spend too little time developing communication skills.

Answer: C

Diff: 3 Page Ref: 127

Objective: 1. Use word-processing software

3) Microsoft's most current version of its word-processing software is Microsoft Word

_____.

- A) 2010
- B) 2011
- C) 2013
- D) 2016

Answer: D

Diff: 2 Page Ref: 127

Objective: 1. Use word-processing software

4) Microsoft Word 2016 can be used to create all of the following EXCEPT:

- A) presentations.
- B) reports.
- C) letters.
- D) business cards.

Answer: A

Diff: 1 Page Ref: 127

Objective: 1. Use word-processing software

5) The Word _____ screen displays when Microsoft Word 2016 is opened.

- A) Open
- B) Beginning
- C) Start
- D) Navigation

Answer: C

Diff: 2 Page Ref: 127

Objective: 1. Use word-processing software

6) In Microsoft Word 2016, all of the following display on the Word Start screen EXCEPT:

- A) a list of recent documents.
- B) an option to open other documents from OneDrive, your hard drive, or other web locations.
- C) an option to create a new document from templates.
- D) the Backstage view.

Answer: D

Diff: 2 Page Ref: 127

Objective: 1. Use word-processing software

7) With written communication, it may be difficult for a reader to understand the author's tone because of the absence of _____.

- A) knowing who the target audience is
- B) body language
- C) your true feelings
- D) your areas of expertise

Answer: B

Diff: 2 Page Ref: 130

Objective: 2. Develop effective business documents

8) In written communication, _____ should be avoided because the message can come across the wrong way.

- A) using an active voice
- B) humor
- C) exclamation points
- D) all lowercase letters

Answer: B

Diff: 2 Page Ref: 131

Objective: 2. Develop effective business documents

9) All of the following are examples of internal communication EXCEPT:

- A) memos
- B) in-house newsletters
- C) email
- D) brochures

Answer: D

Diff: 2 Page Ref: 131

Objective: 3. Work with business correspondence

10) All of the following are examples of external communication EXCEPT:

- A) brochures
- B) memos
- C) reports
- D) letters

Answer: B

Diff: 2 Page Ref: 131

Objective: 3. Work with business correspondence

11) The main difference between a(n) _____ and a letter is the target audience.

- A) brochure
- B) in-house newsletter
- C) newsletter
- D) memo

Answer: D

Diff: 2 Page Ref: 131

Objective: 3. Work with business correspondence

12) The _____ letter style is when the entire letter is left-aligned and single-spaced except for double spacing between paragraphs.

- A) block
- B) modified block
- C) semi-block
- D) signature block

Answer: A

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

13) In a business letter, the _____ directly addresses the recipient.

- A) inside address
- B) salutation
- C) reference
- D) heading

Answer: B

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

14) In a business letter, the _____ includes the date of the letter.

- A) inside address
- B) salutation
- C) reference
- D) heading

Answer: D

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

15) In a business letter, the _____ includes the message area.

- A) body
- B) complementary close
- C) signature block
- D) end notation

Answer: A

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

16) In a business letter, abbreviations that have important functions such as *Encl* are included as a(n) _____.

- A) heading
- B) complementary close
- C) signature block
- D) end notation

Answer: D

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

17) _____ in Microsoft Word 2016 provides an interactive screen-reading experience.

- A) Print Layout
- B) Outline view
- C) Read Mode
- D) Draft view

Answer: C

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

18) _____ in Microsoft Word 2016 shows the structure of a document in a hierarchical fashion.

- A) Print Layout
- B) Outline view
- C) Read Mode
- D) Draft view

Answer: B

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

19) The _____ key will reposition the insertion point at the beginning of the document.

- A) Ctrl+Home
- B) Home
- C) PgDn
- D) PgUp

Answer: A

Diff: 2 Page Ref: 138

Objective: 5. Insert and delete text

20) The _____ key will reposition the insertion point at the end of the line.

- A) Ctrl+PgDn
- B) End
- C) PgDn
- D) Ctrl+End

Answer: B

Diff: 2 Page Ref: 138

Objective: 5. Insert and delete text

21) In Microsoft Word 2016, text can be deleted by using all of the following options EXCEPT:

- A) pressing Backspace.
- B) pressing Delete.
- C) clicking Undo on the Quick Access Toolbar.
- D) pressing Ctrl+Delete.

Answer: D

Diff: 1 Page Ref: 138

Objective: 5. Insert and delete text

22) Many character formats in Microsoft Word 2016 can be found on the _____ tab.

- A) View
- B) Home
- C) Insert
- D) Format

Answer: B

Diff: 2 Page Ref: 140

Objective: 6. Format characters

23) To select an entire paragraph in a Microsoft Word 2016 document, _____ the paragraph.

- A) single-click
- B) double-click
- C) triple-click
- D) point to

Answer: C

Diff: 2 Page Ref: 141

Objective: 6. Format characters

24) To select one word in a Microsoft Word 2016 document, _____ the word.

- A) single-click
- B) double-click
- C) triple-click
- D) point to

Answer: B

Diff: 2 Page Ref: 141

Objective: 6. Format characters

25) To select everything in a Microsoft Word 2016 document, press _____.

- A) Ctrl+A
- B) Shift+A
- C) Ctrl+Shift+A
- D) Enter+A

Answer: A

Diff: 2 Page Ref: 141

Objective: 6. Format characters

26) A typical font size for the body of a document is _____.

- A) 8-pt
- B) 9-pt or 10-pt
- C) 11-pt or 12-pt
- D) 13-pt

Answer: C

Diff: 3 Page Ref: 143

Objective: 6. Format characters

27) A paragraph in a Microsoft Word 2016 document is identified by a(n) _____.

- A) tab
- B) indent
- C) soft return
- D) hard return

Answer: D

Diff: 2 Page Ref: 146

Objective: 7. Format paragraphs

28) By default, paragraphs in a Microsoft Word 2016 document are _____.

- A) left-aligned
- B) right-aligned
- C) justified
- D) centered

Answer: A

Diff: 2 Page Ref: 146

Objective: 7. Format paragraphs

29) The default paragraph spacing in a new, blank Microsoft Word 2016 document is _____ pt.

- A) 0
- B) 6
- C) 8
- D) 12

Answer: C

Diff: 3 Page Ref: 147

Objective: 7. Format paragraphs

30) The _____ paragraph line spacing setting in a Microsoft Word 2016 document enables you to set line spacing at an interval other than pre-programmed line spacing settings such as single.

- A) At Least
- B) Multiple
- C) Exactly
- D) Double

Answer: B

Diff: 2 Page Ref: 149

Objective: 7. Format paragraphs

31) The _____ paragraph line spacing setting in a Microsoft Word 2016 document is more commonly used in desktop publishing.

- A) At Least
- B) Multiple
- C) Exactly
- D) Double

Answer: A

Diff: 2 Page Ref: 149

Objective: 7. Format paragraphs

32) Word automatically checks spelling as you type and underlines words in _____ that are not found in Word's dictionary.

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

Answer: D

Diff: 1 Page Ref: 150

Objective: 8. Proofread a document

33) The feature in Word that automatically corrects common typing mistakes as they occur is called _____.

- A) SpellCheck
- B) AutoCorrect
- C) Find and Replace
- D) Proofing

Answer: B

Diff: 2 Page Ref: 151

Objective: 8. Proofread a document

34) The _____ feature in Word can be used to correct mistakes that appear repeatedly throughout a document.

- A) SpellCheck
- B) AutoCorrect
- C) Find and Replace
- D) Proofing

Answer: C

Diff: 2 Page Ref: 153

Objective: 8. Proofread a document

35) The _____ Pane in Word provides a set of related features for moving through a document and searching for content.

- A) Document
- B) Replace
- C) Task
- D) Navigation

Answer: D

Diff: 2 Page Ref: 153

Objective: 8. Proofread a document

36) The _____ wildcard is used to represent any number of characters, including none.

- A) *
- B) #
- C) %
- D) ?

Answer: A

Diff: 2 Page Ref: 154

Objective: 8. Proofread a document

37) Which of the following is NOT true about headers and footers?

- A) A header or footer consists of one or more lines of text or graphics printed in the top or bottom margin of a document.
- B) By default, a footer is included in a document.
- C) A header appears in the top margin; a footer appears in the bottom margin.
- D) The most commonly used footer is a page number.

Answer: B

Diff: 3 Page Ref: 156

Objective: 9. Insert a header and a footer

38) The _____ button in Word 2016 enables you to quickly add some of the more common fields in a header and footer.

- A) Quick Edit
- B) Insert Field
- C) Document Info
- D) Header/Footer

Answer: C

Diff: 3 Page Ref: 157

Objective: 9. Insert a header and a footer

39) By default, Word 2016 saves files in a _____ format.

- A) .pdf
- B) .txt
- C) .docx
- D) .doc

Answer: C

Diff: 1 Page Ref: 159

Objective: 10. Save and close a document, and print a document

40) By saving a file in a _____ format, you preserve the appearance of your document.

- A) .pdf
- B) .txt
- C) .docx
- D) .doc

Answer: A

Diff: 2 Page Ref: 159

Objective: 10. Save and close a document, and print a document

41) Communication between members of an organization to carry out business activities is referred to as a monologue.

Answer: FALSE

Diff: 2 Page Ref: 127

Objective: 1. Use word-processing software

42) Word processing is often cited as one of the main reasons to use a computer.

Answer: TRUE

Diff: 1 Page Ref: 127

Objective: 1. Use word-processing software

43) Microsoft Word 2016 is Microsoft's most current version of its word-processing software.

Answer: TRUE

Diff: 1 Page Ref: 127

Objective: 1. Use word-processing software

44) You should consider airing your frustration and anger in written communication so you have a record of it.

Answer: FALSE

Diff: 2 Page Ref: 131

Objective: 2. Develop effective business documents

45) Memos, in-house newsletters, and email are examples of external communication.

Answer: FALSE

Diff: 2 Page Ref: 131

Objective: 3. Work with business correspondence

46) The Semi-block letter style left-aligns the entire letter.

Answer: FALSE

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

47) The Modified block letter style left-aligns and single-spaces the body of the letter except for double spacing between paragraphs.

Answer: TRUE

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

48) KeyTips allow you to access ribbon commands without taking your hands off the keyboard.

Answer: TRUE

Diff: 2 Page Ref: 134

Objective: 3. Work with business correspondence

49) Word wrap is a feature that inserts a hard return.

Answer: FALSE

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

50) Pressing Enter inserts a soft return.

Answer: FALSE

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

51) The Spacebar, Enter, and Tab keys insert nonprinting characters.

Answer: TRUE

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

52) Nonprinting characters are sometimes called formatting marks.

Answer: TRUE

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

53) The blinking black bar that shows where text will be placed is called the insertion point.

Answer: TRUE

Diff: 2 Page Ref: 137

Objective: 5. Insert and delete text

54) Times New Roman is a sans serif font.

Answer: FALSE

Diff: 2 Page Ref: 142

Objective: 6. Format characters

55) Serif fonts contain small, thin lines, or hooks, that end the main stroke of each letter.

Answer: TRUE

Diff: 2 Page Ref: 142

Objective: 6. Format characters

56) Font spacing is either monospaced or proportional.

Answer: TRUE

Diff: 2 Page Ref: 142

Objective: 6. Format characters

57) The default paragraph alignment in Word 2016 is justified.

Answer: FALSE

Diff: 2 Page Ref: 146

Objective: 7. Format paragraphs

58) Right-aligned text is often used for short lines such as dates, figure captions, and headers.

Answer: TRUE

Diff: 1 Page Ref: 146

Objective: 7. Format paragraphs

59) Paragraph spacing refers to the line spacing within a paragraph.

Answer: FALSE

Diff: 1 Page Ref: 147

Objective: 7. Format paragraphs

60) By default, Word 2016 checks spelling as you type.

Answer: TRUE

Diff: 1 Page Ref: 150

Objective: 8. Proofread a document

61) The Task Pane is displayed to the left of an open document.

Answer: FALSE

Diff: 2 Page Ref: 153

Objective: 8. Proofread a document

62) Wildcard symbols substitute for characters or numbers.

Answer: TRUE

Diff: 2 Page Ref: 154

Objective: 8. Proofread a document

63) A page number is the most commonly used footer.

Answer: TRUE

Diff: 2 Page Ref: 156

Objective: 9. Insert a header and a footer

64) Microsoft Word is the software that can be used to read and print a PDF.

Answer: FALSE

Diff: 2 Page Ref: 159

Objective: 10. Save and close a document, and print a document

65) Backstage view is where printing and previewing commands can be found.

Answer: TRUE

Diff: 2 Page Ref: 162

Objective: 10. Save and close a document, and print a document

66) The Word _____ screen displays when you first open Microsoft Word 2016.

Answer: Start

Diff: 2 Page Ref: 127

Objective: 1. Use word-processing software

67) The _____ letter style is identical to modified block style except that each body paragraph is indented 1/2 inch.

Answer: Semi-block

Diff: 3 Page Ref: 133

Objective: 3. Work with business correspondence

68) The _____ letter style formats the date and closing as left-aligned slightly to the right of center.

Answer: Modified block

Diff: 3 Page Ref: 133

Objective: 3. Work with business correspondence

69) The _____ letter style formats the entire letter as left-aligned and single-spaced except for double spacing between paragraphs.

Answer: Block

Diff: 3 Page Ref: 133

Objective: 3. Work with business correspondence

70) Pressing Alt will allow you to access _____, ribbon commands that can be used without taking your hands off the keyboard.

Answer: KeyTips

Diff: 2 Page Ref: 134

Objective: 3. Work with business correspondence

71) _____ view shows the structure of a document in a hierarchical fashion.

Answer: Outline

Diff: 3 Page Ref: 135

Objective: 4. Explore the Word interface

72) _____ view is used to edit and format in a text-only environment.

Answer: Draft

Diff: 3 Page Ref: 135

Objective: 4. Explore the Word interface

73) _____ Mode lets you zoom in and out of graphical objects, translate words, and search on Bing.

Answer: Read

Diff: 3 Page Ref: 135

Objective: 4. Explore the Word interface

74) The _____ feature allows you to continue to type without pressing Enter.

Answer: WordWrap

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

75) Keys such as Backspace and Tab insert _____ characters in a document.

Answer: nonprinting

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

76) _____ marks do not show when a document is printed.

Answer: Formatting

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

77) By default, text is inserted at the _____, within the existing text.

Answer: insertion point

Diff: 2 Page Ref: 137

Objective: 5. Insert and delete text

78) The location in Word that contains a collection of common actions and settings that apply to the current document is called _____ view.

Answer: Backstage

Diff: 3 Page Ref: 139

Objective: 5. Insert and delete text

79) The _____ feature allows you to see changes before they are made to the selected text.

Answer: Live Preview

Diff: 3 Page Ref: 142

Objective: 6. Format characters

80) The Bodoni and Century Schoolbook typefaces are examples of _____ fonts.

Answer: serif

Diff: 2 Page Ref: 142

Objective: 6. Format characters

81) The Arial, Helvetica, and Verdana typefaces are examples of _____ fonts.

Answer: sans serif

Diff: 2 Page Ref: 142

Objective: 6. Format characters

82) When each character requires the same amount of space, the font's spacing is said to be _____.

Answer: monospaced

Diff: 3 Page Ref: 142-143

Objective: 6. Format characters

83) When each character requires only the space that is necessary for display, the font's spacing is said to be _____.

Answer: proportional

Diff: 3 Page Ref: 142-143

Objective: 6. Format characters

84) _____ is an alignment style that spreads text evenly between the right and left margins so that lines begin on the left margin and end uniformly on the right margin.

Answer: Justified

Diff: 1 Page Ref: 146

Objective: 7. Format paragraphs

85) _____ text is often used for short lines such as dates, figure captions, and headers.

Answer: Right-aligned

Diff: 2 Page Ref: 146

Objective: 7. Format paragraphs

86) _____ text is the primary form of alignment of paragraphs in letters, reports, and memos.

Answer: Left-aligned

Diff: 2 Page Ref: 146

Objective: 7. Format paragraphs

87) Text that is _____ places the middle of each line evenly between the left and right margins.

Answer: centered

Diff: 1 Page Ref: 146

Objective: 7. Format paragraphs

88) The feature that automatically corrects mistakes as you type is called _____.

Answer: AutoCorrect

Diff: 1 Page Ref: 151

Objective: 8. Proofread a document

89) The _____ Pane includes a set of related features that help the user get around a document and search for content.

Answer: Navigation

Diff: 2 Page Ref: 153

Objective: 8. Proofread a document

90) A(n) _____ symbol can be used to represent characters and numbers when using the Find and Replace feature.

Answer: wildcard

Diff: 2 Page Ref: 154

Objective: 8. Proofread a document

91) A(n) _____ consists of one or more lines of text or graphics printed in the top margin of a document.

Answer: header

Diff: 1 Page Ref: 156

Objective: 9. Insert a header and a footer

92) A(n) _____ consists of one or more lines of text or graphics printed in the bottom margin of a document.

Answer: footer

Diff: 1 Page Ref: 156

Objective: 9. Insert a header and a footer

93) _____ computing permits users to save files on the Internet instead of the user's computer.

Answer: Cloud

Diff: 2 Page Ref: 159

Objective: 10. Save and close a document, and print a document

94) _____ is 15GB of web storage space that Microsoft makes available free of charge.

Answer: OneDrive

Diff: 2 Page Ref: 159

Objective: 10. Save and close a document, and print a document

95) A file type that maintains most formatting attributes of a source document is _____.

Answer: PDF, Portable Document Format

Diff: 2 Page Ref: 159

Objective: 10. Save and close a document, and print a document

96) Match the following business letter components with their definition.

- I. Heading
- II. Reference
- III. Salutation
- IV. End notation
- V. Inside address

- A. One or more abbreviations or phrases that have important functions
- B. Includes the writer's address and the date of the letter
- C. Shows the name and address of the recipient of the letter
- D. Directly addresses the recipient by title and last name
- E. Subject line

Answer: B, E, D, A, C

Diff: 2 Page Ref: 133

Objective: 3. Work with business correspondence

97) Match the following document views with their definition.

- I. Print Layout
- II. Web Layout
- III. Outline view
- IV. Draft view
- V. Read Mode

- A. Shows how a document will appear in a browser
- B. Shows the structure of a document in a hierarchical fashion
- C. Provides an approximation of how a document will look when printed
- D. Lets you define your column width, page color, and preferred layout
- E. Used to edit and format in a text-only environment

Answer: C, A, B, E, D

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

98) Match the following terms with their definition.

- I. Word wrap
- II. Soft return
- III. Hard return
- IV. Default setting
- V. Formatting mark

- A. Enables you to continue typing without pressing Enter
- B. Not shown when a document is printed
- C. Occurs when Enter is pressed
- D. Automatically in place until you specify otherwise
- E. Occurs automatically

Answer: A, E, C, D, B

Diff: 2 Page Ref: 135

Objective: 4. Explore the Word interface

99) Match the following keys with their resulting insertion point.

- I. Ctrl+Home
- II. Home
- III. End
- IV. Ctrl+End
- V. Backspace

- A. Beginning of the current line
- B. End of the current line
- C. Left one space
- D. Beginning of the document
- E. End of the document

Answer: D, A, B, E, C

Diff: 2 Page Ref: 138

Objective: 5. Insert and delete text

100) Match the following Backstage view actions with their definition.

- I. Info
- II. Account
- III. Options
- IV. Share
- V. Export

- A. Gain access to product information
- B. Save an open document in a different format, including PDF or XPS
- C. Customize Word preferences
- D. Send an open document through email, publish it as a blog post, or save to OneDrive for others to view
- E. View and set document properties and security permissions

Answer: E, A, C, D, B

Diff: 2 Page Ref: 139

Objective: 5. Insert and delete text

101) Match the following keyboard shortcuts with their methods to selecting blocks of text.

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

- A. Double-click the word
- B. Position the pointer in the left margin beside the line to select; when the pointer becomes a white arrow, click to select the line
- C. Triple-click the paragraph
- D. Click where the selection is to begin, hold down Shift, and then click where the selection is to end
- E. Press and hold Ctrl while you click in the sentence

Answer: A, E, C, B, D

Diff: 1 Page Ref: 141

Objective: 6. Format characters

Your Office: Microsoft Office 2016 Volume 1 (Kinser)
Access Chapter 1

1) Microsoft _____ 2016 is Microsoft's most current database management system.

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

Answer: B

Diff: 1 Page Ref: 541

Objective: 1. Understand the purpose of Access

2) Facts about people, events, ideas, or things are _____.

- A) information
- B) data
- C) knowledge
- D) objects

Answer: B

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

3) Facts that have been manipulated and have meaning become _____.

- A) information
- B) data
- C) knowledge
- D) objects

Answer: A

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

4) Which of the following is NOT true about databases?

- A) In business, data is collected and used for decision making.
- B) Information is data that has been manipulated.
- C) A database eliminates the need for a paper-based system.
- D) Databases are used for operational processing and for analytical purposes.

Answer: C

Diff: 3 Page Ref: 541

Objective: 1. Understand the purpose of Access

5) _____ are raw facts.

- A) Data
- B) Information
- C) Queries
- D) Objects

Answer: A

Diff: 1 Page Ref: 541

Objective: 1. Understand the purpose of Access

6) Which of the following is NOT true about the advantages that automated databases have over paper databases?

- A) The information in an automated database is much easier to find.
- B) Automated databases can be used to enforce accuracy and other quality standards.
- C) The information in an automated database can be manipulated and processed more rapidly.
- D) Paper databases make it easier for businesses to be competitive.

Answer: D

Diff: 3 Page Ref: 541

Objective: 1. Understand the purpose of Access

7) The power of a(n) _____ is the ability to link tables to one another.

- A) suite
- B) ACCDB
- C) DBMS
- D) database

Answer: C

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

8) In a database, data is stored in a _____.

- A) report
- B) form
- C) table
- D) query

Answer: C

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

9) You can use a database _____ to ask a question of the data.

- A) report
- B) form
- C) table
- D) query

Answer: D

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

10) The _____ view of a table displays the data stored in the table.

- A) Layout
- B) Datasheet
- C) Design
- D) Report

Answer: B

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

11) Each column in an Access table is called a(n) _____.

- A) record
- B) field
- C) piece
- D) section

Answer: B

Diff: 1 Page Ref: 544

Objective: 1. Understand the purpose of Access

12) A(n) _____ is a specific piece of information that is stored in every record.

- A) record
- B) link
- C) attribute
- D) relationship

Answer: C

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

13) A structure of a database that is already populated with tables, fields, forms, queries, and reports is a(n) _____.

- A) template
- B) DBMS
- C) starting file
- D) relationship

Answer: A

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

14) The Navigation Pane is located on the _____ when Access is opened.

- A) top
- B) bottom
- C) right side
- D) left side

Answer: D

Diff: 2 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

15) To close the Navigation Pane, click the _____ Open/Close button.

- A) Layout view
- B) object
- C) Shutter Bar
- D) record selector

Answer: C

Diff: 3 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

16) The Navigation _____ on the left side of the application allows you to view all the objects in a database.

- A) filter
- B) bar
- C) window
- D) Pane

Answer: D

Diff: 2 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

17) Access includes a _____ to make it easier to find objects in a larger database.

- A) Search box
- B) Help window
- C) Navigation bar
- D) Navigation Pane

Answer: A

Diff: 3 Page Ref: 547

Objective: 2. Maneuver in the Navigation Pane

18) The file _____ for an Access database is .accdB.

- A) extension
- B) name
- C) location
- D) path

Answer: A

Diff: 1 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

19) The file extension for a 2002-2003 Access database file that is in "execute only" mode is _____.

- A) accde
- B) mdb
- C) mde
- D) accdt

Answer: C

Diff: 3 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

20) The file extension for an Access database template is _____.

- A) accde
- B) mdb
- C) mde
- D) accdt

Answer: D

Diff: 2 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

21) The process of copying data from another file into a database is known as _____.

- A) importing
- B) filing
- C) inserting
- D) reconciling

Answer: A

Diff: 1 Page Ref: 549

Objective: 3. Understand the purpose of tables

22) All of the following can be performed in Excel EXCEPT:

- A) manage data.
- B) perform calculations.
- C) relate worksheets.
- D) report on data.

Answer: C

Diff: 2 Page Ref: 555

Objective: 3. Understand the purpose of tables

23) The Navigation _____ makes it easy for you to move through records in a table.

- A) file
- B) window
- C) bar
- D) Pane

Answer: C

Diff: 1 Page Ref: 552

Objective: 4. Manually navigate a database

24) A _____ is used to ask a question of the data.

- A) report
- B) table
- C) query
- D) form

Answer: C

Diff: 2 Page Ref: 559

Objective: 5. Understand the purpose of queries

25) A _____ helps create objects using a step-by-step process.

- A) template
- B) shortcut
- C) file extension
- D) wizard

Answer: D

Diff: 2 Page Ref: 559

Objective: 5. Understand the purpose of queries

26) An Access wizard is a(n) _____.

- A) type of template
- B) shortcut to building objects
- C) storage methodology
- D) operator

Answer: B

Diff: 3 Page Ref: 559

Objective: 5. Understand the purpose of queries

27) The _____ view shows the query's structure.

- A) Query Results
- B) SQL
- C) Datasheet
- D) Design

Answer: D

Diff: 2 Page Ref: 562

Objective: 5. Understand the purpose of queries

28) The _____ operator in a query selects the records in which the field values listed are within the two values.

- A) Between
- B) < >
- C) > =
- D) < =

Answer: A

Diff: 1 Page Ref: 565

Objective: 5. Understand the purpose of queries

29) The _____ operator in a query selects the records in which the field value is not equal to the value provided.

- A) Between
- B) < >
- C) > =
- D) < =

Answer: B

Diff: 1 Page Ref: 565

Objective: 5. Understand the purpose of queries

30) If no sort criteria is specified when creating a query, Access will sort the results by the _____.

- A) first text field
- B) first numeric field
- C) foreign key
- D) primary key

Answer: D

Diff: 3 Page Ref: 565

Objective: 5. Understand the purpose of queries

31) Query results can be printed from the _____ tab.

- A) File
- B) Home
- C) View
- D) Create

Answer: A

Diff: 1 Page Ref: 566

Objective: 5. Understand the purpose of queries

32) The view used to add or edit data in a form is _____.

- A) Form
- B) Layout
- C) Design
- D) Print

Answer: A

Diff: 1 Page Ref: 567

Objective: 6. Understand the purpose of forms

33) To view a form and the data, click _____ view.

- A) Form
- B) Layout
- C) Design
- D) Print

Answer: B

Diff: 2 Page Ref: 567

Objective: 6. Understand the purpose of forms

34) To see how a report would look on a piece of paper, open the report in _____.

- A) Report view
- B) Print Preview
- C) Layout view
- D) Design view

Answer: B

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

35) To see how a report would look in a continuous page layout, open the report in _____.

- A) Report view
- B) Print Preview
- C) Layout view
- D) Design view

Answer: A

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

36) Reports have _____ views.

- A) two
- B) three
- C) four
- D) five

Answer: C

Diff: 3 Page Ref: 570

Objective: 7. Understand the purpose of reports

37) A(n) _____ database is an extra copy of a database that you keep just in case something happens to the original one.

- A) repaired
- B) compacted
- C) backup
- D) advance

Answer: C

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

38) The Back Up Database command is located on _____ view.

- A) Report
- B) Backstage
- C) Form
- D) Datasheet

Answer: B

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

39) _____ an Access database rearranges objects so disk space is used more efficiently.

- A) Backing up
- B) Recovering
- C) Compacting
- D) Saving

Answer: C

Diff: 2 Page Ref: 575

Objective: 9. Compact and repair a database

40) Which of the following is NOT true about compacting and repairing a database?

- A) The compact option also looks for damaged data and tries to repair it.
- B) There are four options for compacting a database.
- C) Compacting releases unused space to be used again.
- D) If you do not compact your database, it can become very large quickly.

Answer: B

Diff: 3 Page Ref: 575

Objective: 9. Compact and repair a database

41) A database is a collection of the data that companies spend a lot of time and money on gathering.

Answer: TRUE

Diff: 1 Page Ref: 541

Objective: 1. Understand the purpose of Access

42) Data is an important asset to any organization after it is converted to information.

Answer: TRUE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

43) Databases are used for operational processing and for analytical purposes.

Answer: TRUE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

44) Operational databases are used for extracting data for decision making.

Answer: FALSE

Diff: 3 Page Ref: 541

Objective: 1. Understand the purpose of Access

45) Every time Joe's customers purchase an item, he stores the sale in a database. The best option for him is to use an analytical database.

Answer: FALSE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

46) A DBMS and database are synonymous.

Answer: FALSE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

47) You can easily integrate Access with other products in the Office suite.

Answer: TRUE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

48) Access has six main objects.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

49) Data is always stored in a form.

Answer: FALSE

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

50) A table organizes data in columns and rows.

Answer: TRUE

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

51) A query is another word for a question.

Answer: TRUE

Diff: 3 Page Ref: 542

Objective: 1. Understand the purpose of Access

52) What you learn about one relational database can be transferred to other relational databases.

Answer: TRUE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

53) A form pulls records from a table in an easy-to-read format suitable for printing.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

54) A report allows you to enter, edit, and delete data.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

55) The data contents within a table can be seen in Design view.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

56) A record is all of the data pertaining to one person, place, thing, or event.

Answer: TRUE

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

57) A column in an Access table is called a characteristic.

Answer: FALSE

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

58) Relationships are links between the tables.

Answer: TRUE

Diff: 1 Page Ref: 544

Objective: 1. Understand the purpose of Access

59) A template can be used as a starting point when creating a new database.

Answer: TRUE

Diff: 1 Page Ref: 544

Objective: 1. Understand the purpose of Access

60) The Navigation Pane is used to navigate through a table.

Answer: FALSE

Diff: 1 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

61) Access 2016 uses a different file extension than previous versions of Access.

Answer: FALSE

Diff: 2 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

62) When you create relationships in a relational database, you give it power.

Answer: TRUE

Diff: 2 Page Ref: 549

Objective: 3. Understand the purpose of tables

63) If you want to insert data from another file into an Access database, you must use copy and paste.

Answer: FALSE

Diff: 1 Page Ref: 549

Objective: 3. Understand the purpose of tables

64) If you have redundant data in your database, then you have duplicate data that should be corrected or deleted.

Answer: TRUE

Diff: 3 Page Ref: 555

Objective: 3. Understand the purpose of tables

65) Because there are many Access functions that use a table and will not work if the table is open, it is best practice to close a table when you are finished working with it.

Answer: TRUE

Diff: 3 Page Ref: 558

Objective: 4. Manually navigate a database

66) Backing up a database will help protect you against any mishaps with the original database such as accidental loss of data.

Answer: TRUE

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

67) A table organizes data in _____ and rows.

Answer: columns

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

68) A(n) _____ pulls records from a table in an easy-to-read format suitable for printing.

Answer: report

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

69) The data contents within a table can be seen in _____ view.

Answer: Datasheet

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

70) A(n) _____ is all of the data pertaining to one person, place, thing, or event.

Answer: record

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

71) A column or field in an Access table is also known as a(n) _____.

Answer: attribute

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

72) A database that includes linked tables is said to be a(n) _____ database.

Answer: relational

Diff: 2 Page Ref: 549

Objective: 3. Understand the purpose of tables

73) The process of copying data from another file, like a Word document, into an Access database is called _____.

Answer: importing

Diff: 2 Page Ref: 549

Objective: 3. Understand the purpose of tables

74) To move through the data in a table, Access provides a(n) _____ at the bottom of the table.

Answer: Navigation bar

Diff: 2 Page Ref: 552

Objective: 3. Understand the purpose of tables

75) The import data options are located on the _____ tab.

Answer: External Data

Diff: 1 Page Ref: 550

Objective: 3. Understand the purpose of tables

76) The _____ row at the end of a table allows you to enter new records into the table.

Answer: append

Diff: 2 Page Ref: 553

Objective: 3. Understand the purpose of tables

77) Data _____ is created through repetition and causes inefficiencies.

Answer: redundancy

Diff: 3 Page Ref: 555

Objective: 3. Understand the purpose of tables

78) Redundant information leads to _____.

Answer: errors

Diff: 1 Page Ref: 555

Objective: 3. Understand the purpose of tables

79) Before working in a database, it is beneficial to explore the database _____.

Answer: manually

Diff: 2 Page Ref: 556

Objective: 4. Manually navigate a database

80) To create objects, a(n) _____ can be used to serve as a step-by-step guide.

Answer: wizard

Diff: 2 Page Ref: 559

Objective: 5. Understand the purpose of queries

81) The Query Wizard uses a(n) _____ dialog box to create a query.

Answer: question-and-answer

Diff: 3 Page Ref: 562

Objective: 5. Understand the purpose of queries

82) To remember what a query does, make the name as _____ as possible.

Answer: descriptive

Diff: 3 Page Ref: 562

Objective: 5. Understand the purpose of queries

83) The top half of the window in a query's design view is the Query _____.

Answer: workspace

Diff: 2 Page Ref: 563

Objective: 5. Understand the purpose of queries

84) The bottom half of the window in a query's design view is the Query _____.

Answer: design grid

Diff: 2 Page Ref: 563

Objective: 5. Understand the purpose of queries

85) The top row in the Query design grid is the _____.

Answer: Field name

Diff: 3 Page Ref: 563

Objective: 5. Understand the purpose of queries

86) If no sorting sequence is specified when creating a query, Access will sort the results of the query by the _____.

Answer: primary key

Diff: 3 Page Ref: 565

Objective: 5. Understand the purpose of queries

87) To print query results, click the _____ tab.

Answer: File

Diff: 1 Page Ref: 566

Objective: 5. Understand the purpose of queries

88) _____ view shows the data in a form and allows for data entry.

Answer: Form

Diff: 1 Page Ref: 567

Objective: 6. Understand the purpose of forms

89) _____ view shows how a report would look in a continuous page layout.

Answer: Report

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

90) To see how a report would look on a printed page, go to Print _____.

Answer: Preview

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

91) An extra copy of a database is called a(n) _____ database.

Answer: backup

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

92) Backup options are available on _____ view.

Answer: Backstage

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

93) To rearrange objects so disk space is used more efficiently, you should _____ the database.

Answer: compact

Diff: 2 Page Ref: 575

Objective: 8. Back up a database

94) Match the following terms with their definition.

- I. Database
- II. Data
- III. Information
- IV. DBMS
- V. Object

- A. A software program
- B. A collection of records
- C. Can be a table, query, form, or report
- D. Can be used to gain a competitive advantage
- E. Facts about people, events, things, or ideas

Answer: B, E, D, A, C

Diff: 2 Page Ref: 541-542

Objective: 1. Understand the purpose of Access

95) Match the following terms with their definition.

- I. Table
- II. Query
- III. Form
- IV. Report
- V. View

- A. Allows you to ask questions about the data
- B. Allows you to easily enter new records
- C. Stores data organized in columns and rows
- D. Different perspective and different capabilities
- E. An easy-to-read format suitable for printing

Answer: C, A, B, E, D

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

96) Match the following terms with their definition.

- I. Datasheet view
- II. Design view
- III. Field
- IV. Navigation Pane
- V. File extension

- A. Shows the data contents within a table
- B. A suffix
- C. An attribute
- D. Allows you to view the objects in the database
- E. Shows how fields are defined

Answer: A, E, C, D, B

Diff: 2 Page Ref: 542-545, 548

Objective: Various

97) Match the following file extensions with their definition.

- I. accdb
- II. accde
- III. accdt
- IV. mdb
- V. mde

- A. Access 2007-2016 database file that is in "execute only" mode
- B. Access database template
- C. Access 2002-2003 database file that is in "execute only" mode
- D. Access database file
- E. Access 2002-2003 database file

Answer: D, A, B, E, C

Diff: 3 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

98) Match the following terms with their definition.

- I. Relational database
- II. Navigation bar
- III. Data redundancy
- IV. Error
- V. Loss of data

- A. Allows you to move through a table
- B. Caused by deleting data
- C. Duplicate data
- D. Caused by redundant information
- E. Data is stored in linked tables

Answer: E, A, C, D, B

Diff: 2 Page Ref: 549, 552, 555

Objective: 3. Understand the purpose of tables

99) Match the following selection criteria with their description.

- I. =
- II. <=
- III. >=
- IV. <>
- V. Between

- A. If no operator is used, this is assumed
- B. Selects records in which the field value is not equal to the value provided
- C. Selects records in which the field value is greater than or equal to the value provided
- D. Selects records in which the field values listed are within the two values
- E. Selects records in which the field value is less than or equal to the value provided

Answer: A, E, C, B, D

Diff: 2 Page Ref: 565

Objective: 5. Understand the purpose of queries

100) Match the following terms with their definition.

- I. Form view
- II. Design view
- III. Report view
- IV. Print Preview
- V. Layout view

- A. Can view and edit the appearance without seeing the data
- B. Used to enter or change data
- C. Shows a continuous page layout
- D. Some parts of the design can be changed in this view
- E. This view allows you to change the page layout

Answer: B, A, C, E, D

Diff: 3 Page Ref: 567, 570

Objective: Various