

Exploring Microsoft Access 2013, Comprehensive (Poatsy)

Chapter 1 Introduction to Access: Finding Your Way Through an Access Database

1) Which of the following is a collection of data organized into meaningful information to be used in a meaningful way?

- A) Database
- B) Query
- C) Table
- D) Report

Answer: A

Diff: 1

Objective: 1. Understand database fundamentals

2) Which of the following best describes information?

- A) Information is converted into fields and records within a table in a database.
- B) Information is converted into data that can be selected and sorted for business or personal use.
- C) Information is what is entered into a database.
- D) Information is the finished product that is produced by a database.

Answer: D

Diff: 3

Objective: 1. Understand database fundamentals

3) An Access database can MOST accurately be described as a structured collection of:

- A) tables.
- B) objects.
- C) records.
- D) modules.

Answer: B

Diff: 3

Objective: 1. Understand database fundamentals

4) Which of the following is NOT a main object type in an Access database?

- A) Template
- B) Query
- C) Table
- D) Module

Answer: A

Diff: 3

Objective: 1. Understand database fundamentals

5) Of the following, which is NOT a main object type in an Access database?

- A) Report
- B) Form
- C) Macro
- D) Record

Answer: D

Diff: 3

Objective: 1. Understand database fundamentals

6) A _____ is a question you ask about data stored in a database.

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

Answer: A

Diff: 1

Objective: 1. Understand database fundamentals

7) Which of the following is an object that adds functionality to a database and is written using VBA?

- A) Macro
- B) Module
- C) Query
- D) Report

Answer: B

Diff: 2

Objective: 1. Understand database fundamentals

8) Which of the following is NOT a tab in Access 2013?

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

Answer: C

Diff: 2

Objective: 1. Understand database fundamentals

9) Which of the following is FALSE about the navigation bar in Access 2013?

- A) It is located at the bottom of the Access window.
- B) It contains buttons to go to a first, previous, next, or last record of a database.
- C) It enables you to find a record based on a single search word.
- D) It is toggled on and off with the F11 key.

Answer: D

Diff: 3

Objective: 1. Understand database fundamentals

10) The _____ view in Access looks similar to an Excel spreadsheet.

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

Answer: C

Diff: 1

Objective: 1. Understand database fundamentals

11) You can create or modify a table's field names and data types in _____ view.

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

Answer: D

Diff: 2

Objective: 1. Understand database fundamentals

12) A primary key:

- A) must include letters.
- B) must contain a unique value for each record within a table.
- C) has the same value for all records in a relational database.
- D) is a unique record within a relational database.

Answer: B

Diff: 3

Objective: 1. Understand database fundamentals

13) Access differs from other Microsoft software because it:

- A) works primarily from memory.
- B) works primarily from storage.
- C) does not save your work as soon as changes are made.
- D) does not allow more than one user to work on a file at a time.

Answer: B

Diff: 3

Objective: 2. Use an existing database

14) When you make a change to the content of a record in an Access table, when are the changes saved?

- A) When you click the Save or Save As button from the File tab or the button on the Quick Access Toolbar
- B) When you press F11 or click the Save button on the Quick Access Toolbar
- C) When you move the insertion point to a different record
- D) When you move the insertion point to a different table, form, query, or report in the database

Answer: C

Diff: 3

Objective: 2. Use an existing database

- 15) Which of the following is FALSE about the Undo feature in Access?
- A) You can click Undo to reverse the most recent change to a single record.
 - B) You can use Undo to reverse multiple edits in Access.
 - C) In Access, the Undo feature works the same as it does in other Office programs.
 - D) You can click Undo to redo a change that you made previously.

Answer: B

Diff: 3

Objective: 2. Use an existing database

- 16) Which of the following is TRUE about Access' Compact and Repair feature?
- A) It fragments a fragmented relational database file.
 - B) It defragments a fragmented database file if needed.
 - C) It removes objects and stores them in a secondary file.
 - D) You should compact your database no more than once a week due to the time required.

Answer: B

Diff: 3

Objective: 2. Use an existing database

- 17) _____ a database rearranges data and objects in a database to make its size smaller.
- A) Backing up
 - B) Compressing
 - C) Compacting
 - D) Fragmenting

Answer: C

Diff: 1

Objective: 2. Use an existing database

- 18) Access' _____ feature creates a duplicate copy of a database.
- A) Back Up Database
 - B) RDBMA
 - C) Compact and Repair
 - D) Relationship

Answer: A

Diff: 1

Objective: 2. Use an existing database

- 19) You can click the _____ button on the table toolbar to sort records in alphabetical order, from A to Z.
- A) Sort
 - B) Descending
 - C) Order
 - D) Ascending

Answer: D

Diff: 1

Objective: 3. Sort table data on one or multiple fields

20) When you apply a multiple sort in Access, columns are sorted:

- A) from right to left.
- B) from left to right.
- C) from top to bottom.
- D) by primary field and then by secondary field.

Answer: B

Diff: 2

Objective: 3. Sort table data on one or multiple fields

21) A number, phrase, or expression used to select records in a table is called:

- A) a primary key.
- B) a criterion.
- C) a query.
- D) referential integrity.

Answer: B

Diff: 2

Objective: 4. Create, modify, and remove filters

22) Alice is working in a database containing the names, service locations, and services offered by landscapers. She needs to find landscapers that offer services in the Phoenix area and that service rare plants. The best way for her to search for this data is to perform a:

- A) Filter by Form.
- B) Filter by Selection.
- C) Sort Ascending.
- D) Sort Descending.

Answer: A

Diff: 2

Objective: 4. Create, modify, and remove filters

23) Ryan is working in a database that organizes vendor contact information. Ryan must find vendors located in Seattle and Portland. The vendors must have offices in both cities in order to meet Ryan's requirements. He should use the Filter by Form _____ condition.

- A) query
- B) sort
- C) OR
- D) AND

Answer: D

Diff: 1

Objective: 4. Create, modify, and remove filters

24) Irene is working in a database that organizes city court case information. Irene must find court cases in either Jackson county or Jefferson county. Irene should use the Filter by Form _____ condition.

- A) query
- B) sort
- C) OR
- D) AND

Answer: C

Diff: 1

Objective: 4. Create, modify, and remove filters

25) You may choose Access over Excel in all of the following situations EXCEPT when you:

- A) require multiple related tables to store your data.
- B) need to group data based on various parameters.
- C) need to create complex charts.
- D) have a large amount of data.

Answer: C

Diff: 2

Objective: 5. Know when to use Access or Excel to manage data

26) A relationship is a connection between:

- A) two tables using a field that is common to both.
- B) two or more database files with a common primary field.
- C) two records within the same database.
- D) two or more tables using a common record.

Answer: D

Diff: 3

Objective: 6. Understand relational power

27) A relational database has the ability to create relationships between two:

- A) forms.
- B) fields.
- C) files.
- D) tables.

Answer: D

Diff: 3

Objective: 6. Understand relational power

28) When you _____, you ensure that data entered into a related table first exists in the primary table.

- A) create a foreign key
- B) create a primary key
- C) filter by selection
- D) enforce referential integrity

Answer: D

Diff: 2

Objective: 6. Understand relational power

29) A field that is defined as a primary key in one table is defined as a(n) _____ in a related table.

- A) referential integrity key
- B) relational database
- C) foreign key
- D) primary2 key

Answer: C

Diff: 1

Objective: 6. Understand relational power

30) What does a custom Web app enable you to do?

- A) Create databases through Access' Web app.
- B) Create relational tables that can be distributed through the Web.
- C) Create a database and share with others through the Web.
- D) Share and distribute database files without the need for Access to be installed on every computer.

Answer: C

Diff: 3

Objective: 7. Create a database

31) Information is what is typically entered into a database. Data is the finished product of the database.

Answer: FALSE

Diff: 1

Objective: 1. Understand database fundamentals

32) People use databases to store collections of data.

Answer: TRUE

Diff: 1

Objective: 1. Understand database fundamentals

33) A complete set of all fields about one person or event is called a field.

Answer: FALSE

Diff: 1

Objective: 1. Understand database fundamentals

34) The navigation buttons in Access allow you to step through a table record by record, or to quickly go to the first or last record in the table.

Answer: TRUE

Diff: 2

Objective: 1. Understand database fundamentals

35) The process of saving in Access is nearly the same as it is in other Microsoft Office applications.

Answer: FALSE

Diff: 2

Objective: 2. Use an existing database

36) The Undo button does not reverse the most recent change in Access 2013.

Answer: FALSE

Diff: 1

Objective: 2. Use an existing database

37) Two users cannot work on the same table in a database.

Answer: FALSE

Diff: 2

Objective: 2. Use an existing database

38) The F2 key puts you in Edit mode when in Access.

Answer: FALSE

Diff: 1

Objective: 2. Use an existing database

39) Backing up a database rearranges the data and objects in a database to decrease its file size, thereby making more space available on your disk and letting you open and close the database more quickly.

Answer: FALSE

Diff: 2

Objective: 2. Use an existing database

40) Click the File tab to begin the process of compacting and repairing a database.

Answer: TRUE

Diff: 1

Objective: 2. Use an existing database

41) A sort can only list records in a database in a specific numeric sequence.

Answer: FALSE

Diff: 1

Objective: 3. Sort table data on one or multiple fields

42) Access can sort records by more than one field.

Answer: TRUE

Diff: 1

Objective: 3. Sort table data on one or multiple fields

43) Filter by Form uses the AND and OR logical operators.

Answer: TRUE

Diff: 1

Objective: 4. Create, modify, and remove filters

44) A comparison operator in Access is used to evaluate the relationship between two primary keys.

Answer: FALSE

Diff: 2

Objective: 4. Create, modify, and remove filters

45) A filter and a sort always produce the same results in an Access database.

Answer: FALSE

Diff: 1

Objective: 4. Create, modify, and remove filters

46) Filter by Selection displays only records that match a criterion that you select.

Answer: TRUE

Diff: 2

Objective: 4. Create, modify, and remove filters

47) Like Access, Excel can be used to manage large quantities of data.

Answer: FALSE

Diff: 1

Objective: 5. Know when to use Access or Excel to manage data

48) Both Access and Excel contain tools that can be used to extract and analyze information.

Answer: TRUE

Diff: 2

Objective: 5. Know when to use Access or Excel to manage data

49) Access is preferred over Excel in managing mostly numeric data.

Answer: FALSE

Diff: 2

Objective: 5. Know when to use Access or Excel to manage data

50) Access can create relationships between two tables; Excel cannot.

Answer: TRUE

Diff: 2

Objective: 6. Understand relational power

51) Enforce referential integrity is one of only two options available when setting a database relationship with another database.

Answer: FALSE

Diff: 2

Objective: 6. Understand relational power

52) A template is a predefined database that can be used to jumpstart the creation of a database.

Answer: TRUE

Diff: 1

Objective: 7. Create a database

53) You can create a Web app from a Web app template from the Backstage view.

Answer: TRUE

Diff: 1

Objective: 7. Create a database

54) SharePoint is an add-on program for Access.

Answer: FALSE

Diff: 2

Objective: 7. Create a database

55) Custom Web app is available in the Backstage view of Access.

Answer: TRUE

Diff: 2

Objective: 7. Create a database

56) A(n) _____ is a collection of organized and meaningful data that can be accessed, managed, stored, queried, sorted, and reported.

Answer: database

Diff: 1

Objective: 1. Understand database fundamentals

57) A(n) _____ system is a software system that offers tools needed to create, maintain, and use a database.

Answer: database management

Diff: 2

Objective: 1. Understand database fundamentals

58) Microsoft _____ is the database management system included in Office 2013 Professional.

Answer: Access

Diff: 1

Objective: 1. Understand database fundamentals

59) Tables, queries, reports, and forms are all examples of _____.

Answer: objects

Diff: 1

Objective: 1. Understand database fundamentals

60) Objects that are part of an Access database are available from the _____ within Access.

Answer: Navigation Pane

Diff: 3

Objective: 1. Understand database fundamentals

61) A(n) _____ is a collection of fields that describe something, such as a person, place, event, or idea.

Answer: record

Diff: 2

Objective: 1. Understand database fundamentals

62) A(n) _____ is the smallest data element of a table.

Answer: field

Diff: 2

Objective: 1. Understand database fundamentals

63) The _____ displays the number of the current record as well as the total number of records in a table.

Answer: Navigation bar

Diff: 3

Objective: 1. Understand database fundamentals

64) _____ view is a grid containing fields and records.

Answer: Datasheet

Diff: 2

Objective: 1. Understand database fundamentals

65) A primary key may use a(n) _____ data type--a generated primary key that is automatically incremented each time a record is added.

Answer: AutoNumber

Diff: 3

Objective: 1. Understand database fundamentals

66) The _____ utility of Access helps reduce the size of a database.

Answer: Compact and Repair

Diff: 3

Objective: 2. Use an existing database

67) The _____ Database utility in Access creates a duplicate copy of a database.

Answer: Back Up

Diff: 3

Objective: 2. Use an existing database

68) Access allows you to save a database as a PDF or _____ file, which preserves the object's formatting and looks the same on most computers.

Answer: XPS

Diff: 3

Objective: 2. Use an existing database

69) _____ sorts a list of numeric data from highest to lowest.

Answer: Descending

Diff: 1

Objective: 3. Sort table data on one or multiple fields

70) When you are ready to sort a database, click in the field that you want to sort and click the _____ tab.

Answer: Home

Diff: 1

Objective: 3. Sort table data on one or multiple fields

71) Rather than displaying records based on a question as in a query, a(n) _____ hides records that do not match a set criteria.

Answer: filter

Diff: 2

Objective: 4. Create, modify, and remove filters

72) A(n) _____ is a number, phrase, or expression used to select records from a table.

Answer: criterion

Diff: 3

Objective: 4. Create, modify, and remove filters

73) Use _____ if you have mostly numeric data and may require complex charts and graphs.

Answer: Excel

Diff: 1

Objective: 5. Know when to use Access or Excel to manage data

74) Use _____ if you have a large amount of data and may need to group, sort, and total the data based on various parameters.

Answer: Access

Diff: 1

Objective: 5. Know when to use Access or Excel to manage data

75) Access is known as a(n) _____ system because it allows users to administer groups of data in tables and create relationships.

Answer: relational database management

Diff: 2

Objective: 6. Understand relational power

76) Relationships in a database can be graphically represented by the _____ between the tables.

Answer: join lines

Diff: 3

Objective: 6. Understand relational power

77) Good database design begins with grouping data into correct tables, a practice known as _____.

Answer: normalization

Diff: 3

Objective: 6. Understand relational power

78) A primary key from one table that is used to form a relationship with a second table is called a(n) _____.

Answer: foreign key

Diff: 3

Objective: 6. Understand relational power

79) When forming relationships in a relational database, the _____ from one table must be joined to the foreign key of another table.

Answer: primary key

Diff: 2

Objective: 6. Understand relational power

80) In relational databases, there is a concept known as _____ that ensures that data cannot be entered into a related table unless it first exists in a primary table.

Answer: referential integrity

Diff: 3

Objective: 6. Understand relational power

81) Match the following terms to their meanings:

- I. query
- II. report
- III. form
- IV. module
- V. macro

- A. professional-looking formatted information from tables or queries
- B. object that allows you to enter data and modify data in a database
- C. question you ask about data stored in a database
- D. stored series of commands that carry out an action
- E. object that adds functionality to a database; written using VBA

Answer: C, A, B, E, D

Diff: 2

Objective: 1. Understand database fundamentals

82) Match the following terms to their meanings:

- I. database
- II. table
- II. record
- IV. field
- V. object

- A. complete set of fields about one person, place, event, or concept
- B. smallest data element of a table
- C. collection of organized data
- D. the main component used to make a database function
- E. an object in which data is stored

Answer: C, E, A, B, D

Diff: 2

Objective: 1. Understand database fundamentals

83) Match the following terms to their meanings:

- I. DBMS
- II. Access
- II. VBA
- IV. RDBMS
- V. Web app

- A. application platform by Microsoft
- B. programming language
- C. software that provides tools needed to create, maintain, and use a database
- D. can easily combine data from multiple tables to create queries, forms, and reports
- E. database management system that is part of Office 2013

Answer: C, E, B, D, A

Diff: 2

Objective: Multiple objectives

84) Match the following terms to their meanings:

- I. Access Web app
- II. SharePoint
- II. Office 365
- IV. Access
- V. XPS file

- A. new in Access 2013
- B. Web app platform developed by Microsoft
- C. cloud service edition of SharePoint
- D. preserves an object's formatting
- E. part of Office 2013

Answer: A, B, C, E, D

Diff: 1

Objective: Multiple objectives

85) Match the following parts of an Access window to their descriptions:

- I. Navigation Pane
- II. Ribbon
- II. title bar
- IV. Field Properties pane
- V. Backstage view

- A. provides access to database tools such as Save, Save As, and Print
- B. contains details of each field
- C. displays full path name and file name
- D. area that organizes and lists database objects
- E. includes five tabs

Answer: D, E, C, B, A

Diff: 2

Objective: Multiple objectives

86) Match the following keys to their functions:

- I. F11
- II. F2
- II. Tab
- IV. Home
- V. Esc

- A. moves insertion point right one field in the same row of a database
- B. moves insertion point to the first field in the current row of a database
- C. cancels any change made in a current field while in Edit mode
- D. toggles the Navigation Pane on and off
- E. switch to Edit mode

Answer: D, E, A, B, C

Diff: 2

Objective: 2. Use an existing database

87) Match the following keystrokes to their functions:

- I. Ctrl+End
- II. Ctrl+Z
- III. Shift+Tab
- IV. Ctrl+plus sign (+)
- V. Ctrl+minus sign (-)

- A. moves insertion point to the last field in the last row
- B. moves insertion point left one field in the same row
- C. reverses the last edit
- D. moves to a new record row
- E. deletes the current record

Answer: A, C, B, D, E

Diff: 2

Objective: 2. Use an existing database

88) Match the following terms to their meanings:

- I. ascending
- II. descending
- III. field properties
- IV. primary key
- V. AutoNumber

- A. field that is unique
- B. define the characteristics for more detail
- C. generated by Access and is automatically incremented each time a record is added
- D. sorts a list of numeric data in lowest to highest order
- E. sorts a list of text data in Z to A order

Answer: D, E, B, A, C

Diff: 1

Objective: Multiple objectives

89) Match the following terms to their meanings:

- I. criterion
- II. filter
- III. normalization
- IV. comparison operator
- V. foreign key

- A. process of grouping data into correct tables
- B. display of a subset of records
- C. evaluates the relationship between two quantities
- D. number, text phrase, or expression used to select records from a table
- E. a field in one table that is the primary key in another table

Answer: D, B, A, C, E

Diff: 2

Objective: Multiple objectives

90) Match the following tabs to their features:

- I. File tab
- II. Home tab
- III. Create tab
- IV. External Data tab
- V. Database Tools tab

- A. provides access to the Compact and Repair Database button
- B. access to Backstage view
- C. contains basic editing functions and formatting tools
- D. contains tools used to make new objects
- E. facilitates data import and export

Answer: B, C, D, E, A

Diff: 3

Objective: Multiple objectives

91) Offer three examples of interactions that you may have had with databases (knowingly or unknowingly) within the last week.

Answer: Student answers will vary. Some examples may include registering for classes at their college or university, purchasing items from Amazon or another company online, or searching for a book at the college, university, or municipal library.

Diff: 1

Objective: 1. Understand database fundamentals

92) Explain a query in Access. Provide an example.

Answer: A query is a question that you ask of the data in a database. Student answers will vary. One example is how many students passed an exam with 75% or higher?

Diff: 1

Objective: 1. Understand database fundamentals

93) Which view in Excel is most similar to an Excel spreadsheet? What can you do in this view?

Answer: The Datasheet view is a grid containing fields (columns) and records (rows), similar to an Excel spreadsheet. You can view, add, edit, and delete records in the Datasheet view.

Diff: 2

Objective: 1. Understand database fundamentals

94) What is one limit to two users working on the same database file at the same time?

Answer: Student answers may vary. One limit is that two users can work on the same table as long as they are not working on the same record. Another limit is that the same record cannot be changed at the same time.

Diff: 2

Objective: 2. Use an existing database

95) Describe how Access sorts multiple criteria in a database.

Answer: Access sorts multiple criteria by first sorting the column on the left. The column immediately to the right of that column is sorted next. Therefore, you must arrange your columns in this order.

Diff: 3

Objective: 3. Sort table data on one or multiple fields

96) Describe comparison operators in Access.

Answer: A comparison operator is used to evaluate the relationship between two quantities. If they are not equal, a comparison operator determines which one is greater than the other.

Comparison operators include =, <>, >, <, >=, and <=.

Diff: 2

Objective: 4. Create, modify, and remove filters

97) How is referential integrity helpful?

Answer: When you enforce referential integrity, Access ensures that data cannot be entered into a related table unless it first exists in the primary table. This helps to ensure that data in a database is more accurate. It also prohibits users from deleting a record in one table if it has records in related tables.

Diff: 3

Objective: 6. Understand relational power

98) What is a foreign key? Provide an example.

Answer: A foreign key is a field in one table that is also the primary key of another table. A StudentID field (primary key) in a Registration table is joined to the StudentID field (foreign key) in a StuAddress table.

Diff: 3

Objective: 6. Understand relational power

99) What is an Access Web app?

Answer: An Access Web app is a new type of database that allows you to build a browser-based database application. You can create a database that lives in the cloud so that you can access and share the database simultaneously with others.

Diff: 3

Objective: 7. Create a database

100) What are the three methods for creating a new database?

Answer: You can create a custom Web app, a blank desktop database, or a database from a template.

Diff: 2

Objective: 7. Create a database

Exploring Microsoft Excel 2013, Comprehensive (Poatsy)
Chapter 1 Introduction to Excel: What Is a Spreadsheet?

1) A spreadsheet is:

- A) the core of a slide presentation.
- B) an electronic file that is used to write text and graphics on the Web.
- C) an electronic file of a grid of columns and rows of related data.
- D) another word for a letter written on a computer.

Answer: C

Diff: 1

Objective: 1. Explore the Excel window

2) A workbook is defined as:

- A) similar to a spreadsheet but hard copy rather than electronic.
- B) an unchangeable picture of data.
- C) the address of the current cell.
- D) a file containing related worksheets.

Answer: D

Diff: 1

Objective: 1. Explore the Excel window

3) Which of the following is NOT a standard interface of Microsoft Office applications?

- A) Quick Access Toolbar
- B) Scroll bars
- C) Ribbon
- D) Input area

Answer: D

Diff: 2

Objective: 1. Explore the Excel window

4) An input area is defined as:

- A) a range of cells containing results based on the output area.
- B) a display of the name of a worksheet within a workbook.
- C) a range of cells containing values for variables used in formulas.
- D) the active cell within a workbook.

Answer: C

Diff: 1

Objective: 1. Explore the Excel window

5) An output area is defined as:

- A) a region of a worksheet with formulas dependent on values from an input area.
- B) a display of the range name and tab name within a workbook.
- C) a range of cells containing values for variables used in formulas and functions within a worksheet.
- D) the active cell on an active worksheet.

Answer: A

Diff: 1

Objective: 1. Explore the Excel window

6) The Formula Bar:

- A) displays the name of a worksheet within a workbook.
- B) is located at the intersection of a column and a row.
- C) identifies the address of the current cell in a worksheet.
- D) displays the formula or contents of an active cell.

Answer: D

Diff: 2

Objective: 1. Explore the Excel window

7) What does a sheet tab display?

- A) The worksheet and workbook name
- B) All formulas included on that worksheet
- C) The address of the current cell
- D) The name of a worksheet within a workbook

Answer: D

Diff: 2

Objective: 1. Explore the Excel window

8) A cell address:

- A) identifies the active cell and worksheet.
- B) identifies a cell by a column letter and a row number.
- C) contains a column letter, a row number, and a worksheet tab name.
- D) identifies a worksheet by its column letter and row number.

Answer: B

Diff: 2

Objective: 1. Explore the Excel window

9) To display a long text label on two or more lines within a single cell:

- A) type the first line, press Enter, and type the remaining line.
- B) insert a line break with Alt+Enter.
- C) insert a line break with Ctrl+Enter.
- D) use F2 to insert a line break after the first line.

Answer: B

Diff: 2

Objective: 2. Enter and edit cell data

10) AutoComplete:

A) adds all numbers in the row automatically.

B) searches for and displays any other similar label in the current column when you begin typing.

C) adds numbers within a column automatically.

D) searches for and displays any other similar label in the current row when you begin typing.

Answer: B

Diff: 2

Objective: 2. Enter and edit cell data

11) A value:

A) controls the sequence in which Excel performs arithmetic operations.

B) is a number that represents a quantity and can be the basis of calculations.

C) includes letters, numbers, and spaces.

D) is a combination of cell references, operators, values, and/or functions used to perform calculations.

Answer: B

Diff: 2

Objective: 2. Enter and edit cell data

12) Press _____ to enter data into a cell and keep that cell as the active cell.

A) F2

B) Ctrl+F2

C) Shift+F4

D) Ctrl+Enter

Answer: D

Diff: 3

Objective: 2. Enter and edit cell data

13) A formula is:

A) a number that represents a date and can be the basis of calculations.

B) a combination of cell references, operators, values, and/or functions used to perform calculations.

C) a number that represents a quantity and can be the basis of calculations.

D) entered into a cell by pressing F2.

Answer: B

Diff: 2

Objective: 2. Enter and edit cell data

14) You should use cell references in formulas instead of constant values so that:

A) you can easily include letters, numbers, and spaces.

B) it is easier to debug the errors.

C) you can change the input values without changing the formulas.

D) you can control the sequence in which Excel performs arithmetic operations.

Answer: C

Diff: 2

Objective: 3. Create formulas

15) The order of precedence in Excel 2013:

- A) includes letters, numbers, and spaces.
- B) controls the sequence in which Excel performs arithmetic operations.
- C) is a software application used to create and modify business communications.
- D) includes formulas, functions, and formatting.

Answer: B

Diff: 2

Objective: 3. Create formulas

16) Auto Fill in Excel 2013:

- A) enables you to copy the contents of a cell or to continue a sequence by dragging the fill handle.
- B) is the fastest way to type A1 in the name box.
- C) is adjustable so you can display more or fewer characters in a column.
- D) helps carry over the fill to the remaining worksheets.

Answer: A

Diff: 2

Objective: 4. Use Auto Fill

17) The fill handle:

- A) is a red bolded circle at the bottom-right of an active cell.
- B) helps carry over the fill in an active cell to another range.
- C) is the same action as pressing the Enter key.
- D) is a small green square at the bottom-right corner of a cell.

Answer: D

Diff: 2

Objective: 4. Use Auto Fill

18) Using the fill handle on a cell containing a formula:

- A) cannot complete a sequence of dates in a column.
- B) changes the background color of the selected cells to yellow.
- C) copies the formula in the active cell to other cells and adapts it based upon the type of cell references in the original formula.
- D) has two or more sub-commands related to the command.

Answer: C

Diff: 2

Objective: 4. Use Auto Fill

19) Which of the following is NOT a way to insert a new worksheet?

- A) Click New sheet to the right of the last tab
- B) Press Ctrl+F11
- C) Right-click a tab, select Insert from the shortcut menu, click Worksheet
- D) Click the Insert arrow in the Cells group, select Insert Sheet

Answer: B

Diff: 3

Objective: 6. Manage worksheets

20) Column width:

- A) is adjustable so you can display more or less characters in a column.
- B) is not adjustable so keep the formulas as short as possible.
- C) always switches back to default.
- D) is best left unchanged unless you absolutely have to.

Answer: A

Diff: 2

Objective: 7. Manage columns and rows

21) Which of the following is NOT a way to unhide column A in a worksheet?

- A) Type A1 in the name box and then press the Enter key
- B) Right-click the hidden column heading and select Unhide
- C) Click Select All and use the Hide & Unhide submenu
- D) Click Unhide on the View tab

Answer: D

Diff: 3

Objective: 7. Manage columns and rows

22) A range:

- A) cannot be selected with the mouse.
- B) is the numbers that fall between the smallest and largest in a formula or function.
- C) is another word for the active worksheet.
- D) refers to a group of adjacent or contiguous cells.

Answer: D

Diff: 2

Objective: 8. Select, move, copy, and paste data

23) To select a range by using the name box:

- A) click in the name box and type the range address such as B15:D25 and then press Enter.
- B) select the name box from the File menu and choose Range.
- C) position the mouse pointer over the column headings holding the Alt key.
- D) click in the first cell of the range, hold the Ctrl key, and then click in the last cell of the range.

Answer: A

Diff: 3

Objective: 8. Select, move, copy, and paste data

24) Copy as Picture can be a useful command when:

- A) you do not have a printer available.
- B) the formulas, functions, and headings need to be tested even if it's been pasted into a Word document.
- C) you simply want to paste (and not edit) into a Word document.
- D) you need to edit the data quickly even if it has been pasted into PowerPoint or Word.

Answer: C

Diff: 3

Objective: 8. Select, move, copy, and paste data

25) The wrap text feature in Excel:

- A) can be downloaded as an add-on to Excel 2013.
- B) enables long formulas to wrap to two or more lines within a single cell.
- C) is most useful with very short titles or column headings.
- D) enables data to appear on two or more lines within a cell.

Answer: D

Diff: 3

Objective: 9. Apply alignment and font options

26) A border:

- A) is data from another cell that is only temporarily residing in an active cell.
- B) is a line that surrounds a cell or a range of cells.
- C) never prints.
- D) is preset and weight cannot be adjusted.

Answer: B

Diff: 1

Objective: 9. Apply alignment and font options

27) Which of the following is FALSE pertaining to Excel number formats?

- A) When you apply a number format, you can specify the number of decimal places.
- B) Changing number formats changes the way a number displays in a cell.
- C) Values have no special formatting when you enter data into cells.
- D) The default number format is Comma.

Answer: D

Diff: 3

Objective: 10. Apply number formats

28) Which of the following is NOT a number format available in the Number group on the Home tab?

- A) Comma Style
- B) Percent Style
- C) Accounting Number Format
- D) Date Format

Answer: D

Diff: 3

Objective: 10. Apply number formats

29) Which of the following is NOT an option available on the Page Layout tab of Excel 2013?

- A) Select the print area
- B) Select the number format
- C) Select orientation
- D) Set the margins

Answer: B

Diff: 2

Objective: 11. Select page setup options

30) The Print Preview feature in Excel 2013 is available:

- A) on the Quick Access Toolbar.
- B) on the Page Layout tab.
- C) in Microsoft Office Backstage view.
- D) on the View tab.

Answer: C

Diff: 2

Objective: 12. Preview and print a worksheet

31) By default new workbooks contain three worksheets.

Answer: FALSE

Diff: 1

Objective: 1. Explore the Excel window

32) To begin a formula in a cell, first type the # symbol.

Answer: FALSE

Diff: 1

Objective: 4. Use Auto Fill

33) The order of precedence in Excel is the same as the basic order of operations in math.

Answer: TRUE

Diff: 2

Objective: 4. Use Auto Fill

34) To display cell formulas, press Ctrl and the asterisk (*).

Answer: FALSE

Diff: 1

Objective: 5. Display cell formula

35) In Excel 2013, it is only possible to add a new worksheet when the workbook is created.

Answer: FALSE

Diff: 1

Objective: 6. Manage worksheets

36) Double-clicking a worksheet tab allows you to rename the tab.

Answer: TRUE

Diff: 2

Objective: 6. Manage worksheets

37) To help manage your worksheets within a workbook, worksheets tabs can be assigned unique patterns and even icon pictures.

Answer: FALSE

Diff: 2

Objective: 6. Manage worksheets

38) When you hide a column or row, the data is not deleted, it is just hidden.

Answer: TRUE

Diff: 1

Objective: 7. Manage columns and rows

39) Excel data can be copied and pasted into a Word or PowerPoint document.

Answer: TRUE

Diff: 1

Objective: 8. Select, move, copy, and paste data

40) Formatting data makes it difficult to read and tends to obscure meaningful details.

Answer: FALSE

Diff: 1

Objective: 9. Apply alignment and font options

41) Once cells have been merged they cannot be unmerged.

Answer: FALSE

Diff: 1

Objective: 9. Apply alignment and font options

42) Text in a cell can be angled clockwise.

Answer: TRUE

Diff: 2

Objective: 9. Apply alignment and font options

43) Use horizontal alignment to move data in a cell closer to the top or bottom of the cell.

Answer: FALSE

Diff: 2

Objective: 9. Apply alignment and font options

44) Merge & Center is not a good tool for creating titles of headings in Excel.

Answer: FALSE

Diff: 2

Objective: 9. Apply alignment and font options

45) Changing the number format of a cell changes the value of the number stored in the cell.

Answer: FALSE

Diff: 1

Objective: 10. Apply number formats

46) Comma, Date, Time, and Fraction are all number formats available in Excel 2013.

Answer: TRUE

Diff: 1

Objective: 10. Apply number formats

47) A Special number format allows characters such as hyphens.

Answer: TRUE

Diff: 1

Objective: 10. Apply number formats

48) The Date number format only allows Long Date, for example, March 14, 2016.

Answer: FALSE

Diff: 1

Objective: 10. Apply number formats

49) The Page Setup dialog box contains additional options not found on the Excel Ribbon.

Answer: TRUE

Diff: 1

Objective: 11. Select page setup options

50) While it is common to center a worksheet horizontally on a page, it is not possible to center it vertically on the page in Excel 2013.

Answer: FALSE

Diff: 2

Objective: 11. Select page setup options

51) Default margins on an Excel 2013 worksheet are .75" top and bottom.

Answer: TRUE

Diff: 2

Objective: 11. Select page setup options

52) Column headings or row labels can be repeated on multiple-page printouts using the Print Titles Page Setup option.

Answer: TRUE

Diff: 2

Objective: 11. Select page setup options

53) The &[Page] code used in a cell displays the number of pages in a workbook.

Answer: FALSE

Diff: 2

Objective: 11. Select page setup options

54) Excel displays data in gridlines of columns and rows. Those grid lines always appear on the printed document.

Answer: FALSE

Diff: 2

Objective: 11. Select page setup options

55) Before printing a worksheet, click the File tab and select Print to preview the worksheet.

Answer: TRUE

Diff: 1

Objective: 12. Preview and print a worksheet

56) The _____ Toolbar allows a user to quickly save, undo, and redo or repeat commands in Excel 2013.

Answer: Quick Access

Diff: 2

Objective: 1. Explore the Excel window

57) The _____ of a workbook displays the file name as well as the software name.

Answer: title bar

Diff: 2

Objective: 1. Explore the Excel window

58) A(n) _____ is a single spreadsheet.

Answer: worksheet

Diff: 1

Objective: 1. Explore the Excel window

59) The _____ button on a worksheet appears as a triangle at the intersection of the row and column headings.

Answer: Select All

Diff: 3

Objective: 1. Explore the Excel window

60) The _____ bar displays information about a selected command or operation in progress.

Answer: Status

Diff: 2

Objective: 1. Explore the Excel window

61) The _____ command is helpful for navigating to a cell that is not visible onscreen.

Answer: Go To

Diff: 3

Objective: 2. Enter and edit cell data

62) To display a different worksheet click the sheet _____ at the bottom of the workbook window.

Answer: tab

Diff: 2

Objective: 1. Explore the Excel window

63) A number that represents a quantity or amount is called a(n) _____.

Answer: value

Diff: 2

Objective: 2. Enter and edit cell data

64) A combination of cell references, arithmetic operations, values, and/or functions used in calculations is called a(n) _____.

Answer: formula

Diff: 3

Objective: 2. Enter and edit cell data

65) For Excel to recognize a formula, it must start with a(n) _____ sign.

Answer: equal OR =

Diff: 1

Objective: 3. Create formulas

66) The order of _____ controls the sequence in which Excel does math.

Answer: precedence

Diff: 3

Objective: 3. Create formulas

67) You can copy the contents of a cell or a range of cells by dragging the _____.

Answer: fill handle

Diff: 2

Objective: 4. Use Auto Fill

68) Use _____ to complete a sequence in a worksheet such as January, February, March, and April.

Answer: Auto Fill

Diff: 3

Objective: 4. Use Auto Fill

69) The Show Formulas button is accessible from the _____ tab.

Answer: Formulas

Diff: 2

Objective: 5. Display cell formula

70) Click Format in the Cells group on the _____ tab to change the color of a worksheet tab.

Answer: Home

Diff: 1

Objective: 6. Manage worksheets

71) Adjust the column _____ to accommodate the widest entry in a column.

Answer: width

Diff: 1

Objective: 7. Manage columns and rows

72) If you select cells R45:S46 and T49:V53 you have selected a(n) _____ range.

Answer: nonadjacent

Diff: 2

Objective: 8. Select, move, copy, and paste data

73) Use the _____ to select a range by clicking in it and typing a range address, and then pressing Enter.

Answer: Name Box

Diff: 3

Objective: 8. Select, move, copy, and paste data

74) When you've selected and subsequently cut the range, it is copied to the _____.

Answer: Clipboard

Diff: 2

Objective: 8. Select, move, copy, and paste data

75) If you enter data into a worksheet and decide you want the columns and rows reversed, you can click the Paste arrow, and then click _____.

Answer: Transpose

Diff: 3

Objective: 8. Select, move, copy, and paste data

76) _____ refers to how data are positioned in cells.

Answer: Alignment

Diff: 2

Objective: 9. Apply alignment and font options

77) The default number format in Excel 2013 is _____.

Answer: General

Diff: 3

Objective: 10. Apply number formats

78) The _____ format includes an optional dollar sign placed immediately to the left of a number.

Answer: Currency

Diff: 2

Objective: 10. Apply number formats

79) The _____ feature on in Page Setup displays a list to set or clear a print area on a worksheet.

Answer: Print Area

Diff: 3

Objective: 11. Select page setup options

80) The _____ view displays print options and displays a worksheet in print preview mode.

Answer: Office Backstage

Diff: 3

Objective: 12. Preview and print a worksheet

81) Match the following terms to their meanings:

- I. spreadsheet
- II. Title bar
- III. worksheet
- IV. workbook
- V. Ribbon

- A. electronic file that contains a grid of columns and rows
- B. contains file name and software name
- C. commands organized into groups
- D. file containing related worksheets
- E. spreadsheet that contains formulas, functions, values, etc.

Answer: A, B, E, D, C

Diff: 1

Objective: 1. Explore the Excel window

82) Match the parts of the Excel Window to their meanings:

- I. Name Box
- II. Formula Bar
- III. sheet tab
- IV. Select All
- V. active cell

- A. displays the contents of the active cell
- B. displays the name of a worksheet within a workbook
- C. current cell indicated by a dark green border
- D. identifier that displays the address of the current cell
- E. intersection of a column or row

Answer: D, A, B, E, C

Diff: 1

Objective: Multiple objectives

83) Match the following terms to their meanings:

- I. F2
- II. Shift+F11
- III. text
- IV. value
- V. formula

- A. number that represents a quantity used for calculations
- B. combination of cell references, operators, values, and/or functions to perform a calculation
- C. combination of letters, numbers, symbols
- D. insert a new worksheet
- E. make changes to cell contents

Answer: E, D, C, A, B

Diff: 1

Objective: Multiple objectives

84) Match the following terms to their meanings:

- I. Page Number
- II. Orientation
- III. Accounting
- IV. Vertical
- V. Concatenation

- A. Header and Footer element
- B. Number format
- C. Page Setup command
- D. Alignment option
- E. Order of precedence

Answer: A, C, B, D, E

Diff: 2

Objective: 1. Explore the Excel window

85) Match the keystrokes to their descriptions:

- I. Page Up
- II. Page Down
- III. Tab
- IV. Ctrl+Home
- V. Ctrl+End

- A. move insertion point up one screen
- B. move insertion point down one screen
- C. move right one cell in the same row
- D. move insertion point to cell A1
- E. move insertion point to the last active corner in the worksheet

Answer: A, B, C, D, E

Diff: 2

Objective: 1. Explore the Excel window

86) Match the type of data that can be entered into a cell with its description:

- I. text
- II. values
- III. dates
- IV. formulas
- V. AutoComplete

- A. 3-Oct-16, for example
- B. Quarter 1, for example
- C. cell references, arithmetic operations, and values used in calculations
- D. 534.34, for example
- E. displays other labels in that column that match the letters you type

Answer: B, D, A, C, E

Diff: 2

Objective: 2. Enter and edit cell data

87) Match the following terms to their meanings:

- I. formulas
- II. semi-selection
- III. starts all formulas
- IV. A2+A3
- V. =C24*D24

- A. pointing to cells when building a formula
- B. change static numbers into meaningful results
- C. text
- D. formula
- E. equal sign (=)

Answer: B, A, E, C, D

Diff: 2

Objective: 3. Create formulas

88) Match the arithmetic operators in order of precedence:

- I. Parentheses
- II. Exponent
- III. Multiplication
- IV. Division
- V. Addition

- A. 3rd in order of precedence
- B. 1st in order of precedence
- C. 4th in order of precedence
- D. 5th in order of precedence
- E. 2nd in order of precedence

Answer: B, E, A, C, D

Diff: 2

Objective: 3. Create formulas

89) Match the following terms to their meanings:

- I. fill pointer
- II. series of pound signs
- III. Auto Fill
- IV. fill handle
- V. display cell formulas

- A. thin black plus sign
- B. cell is too narrow to display a full value
- C. Ctrl + ` combination
- D. copying the contents of a cell or range by dragging
- E. small square at the bottom-right corner of a cell

Answer: A, B, D, E, C

Diff: 3

Objective: Multiple objectives

90) Match the following terms to their meanings:

- I. range
- II. Copy as Picture command
- III. nonadjacent range
- IV. Copy
- V. select all cells in a worksheet

- A. C10:C20 and E10:E20
- B. default copy option
- C. cannot edit individual cell data
- D. press Ctrl+A twice
- E. group of adjacent or contiguous cells

Answer: E, C, A, B, D

Diff: 3

Objective: 8. Select, move, copy, and paste data

91) When B5 is the active cell and you press Ctrl+Enter, what happens?

Answer: The label, value, or formula is entered into cell B5 and B5 remains the active cell.

Diff: 2

Objective: 2. Enter and edit cell data

92) Briefly describe the data type "Text." Provide one or two examples of text entries in an Excel worksheet.

Answer: Text is any combination of letters, numbers, symbols, and spaces not used in calculations. Worksheet titles such as "Juan's Taqueria Quarterly Sales" or a social security number such as 123-45-6789 are text entries.

Diff: 2

Objective: 3. Create formulas

93) If you have =D5*E5 in cell F5 and want to copy that down to F6 through F12, assuming data is contained in cells D6:E12, what is the quickest and easiest way to do that?

Answer: Click in cell F5, place your cursor over the fill handle until the cursor changes to a small, black plus sign. Double-click the fill handle to quickly copy the formula down through cell F12.

Diff: 2

Objective: 4. Use Auto Fill

94) Describe a nonadjacent range, provide an example, and describe how to select a nonadjacent range.

Answer: A nonadjacent range contains two or more cells or ranges that are not touching each other; for example, C10:C13 and E15:E25. Select the first range, press and hold Ctrl, and select the additional range or ranges.

Diff: 2

Objective: 8. Select, move, copy, and paste data

95) Describe alignment in relation to Excel 2013. How is text automatically aligned, how are values automatically aligned, and how are dates automatically aligned?

Answer: Alignment refers to how data are positioned in cells. Text aligns at the left cell margin, and dates and values align at the right cell margin.

Diff: 2

Objective: 9. Apply alignment and font options

96) How do the Comma, Accounting, and Currency formats differ?

Answer: The Comma format includes the comma as a separator for numbers of 1,000 and over. The Accounting format includes a dollar sign placed at the left border of the cell. The Currency format includes a dollar sign placed immediately to the left of the number.

Diff: 2

Objective: 10. Apply number formats

97) Why would you want to use the Increase Decimal or Decrease Decimal buttons on the Home tab?

Answer: Use Increase Decimal or Decrease Decimal on the Home tab to display more decimal places for greater or lesser precision. If, for example, a whole column contains whole dollar values and no cents, displaying .00 down the column looks cluttered. It is also important for number formats to be consistent and decreasing or increasing decimal places can keep numbers consistent in a row, column, or range.

Diff: 3

Objective: 10. Apply number formats

98) Describe page orientation when printing. What is the default and in what circumstances may you want to change orientation?

Answer: Orientation displays the orientation of the physical page--portrait, for worksheets with more rows than columns, and landscape, for worksheets with more columns than can fit in portrait orientation. Portland orientation is the default. Landscape orientation is more appropriate when a worksheet has many columns and fewer rows.

Diff: 2

Objective: 11. Select page setup options

99) Describe three features available for headers and/or footers.

Answer: A header and/or footer can appear at the top and/or bottom of every printed page of a workbook. You can create different headers or footers on different pages. You can create a header or footer that is different on the first page than on all other pages. You can also include your name, the date of the worksheet, and page numbers.

Diff: 3

Objective: 11. Select page setup options

100) How would you print multiple worksheets?

Answer: To print multiple worksheets, click the first sheet tab, press and hold Shift, and then click the last sheet tab. If you choose to select nonadjacent sheets, press and hold Ctrl as you click each sheet tab. When Print options display in Microsoft Office Backstage view, choose Print Active Sheets.

Diff: 3

Objective: 12. Preview and print a worksheet

Exploring Microsoft PowerPoint 2013, Comprehensive (Poatsy)

PowerPoint Chapter 1 Introduction to PowerPoint: Creating a Basic Presentation

1) Which of the following is TRUE about PowerPoint 2013?

- A) A PowerPoint presentation is saved with a .ppt extension after the filename.
- B) A page is the most basic element of a PowerPoint presentation.
- C) A PowerPoint slide show can run automatically at a kiosk.
- D) A PowerPoint slide show cannot be displayed on the World Wide Web.

Answer: C

Diff: 2

Objective: 1. Use PowerPoint views

2) The default PowerPoint window contains the _____ and _____ pane.

- A) Thumbnails; Slides
- B) Add-Ins; Outline
- C) Slides; View
- D) Slides; Slide Show

Answer: A

Diff: 2

Objective: 1. Use PowerPoint views

3) Changing the order of slides or deleting one or more slides is most easily done in _____ view.

- A) Presenter
- B) Reading
- C) Slide Sorter
- D) Slide Show

Answer: C

Diff: 2

Objective: 1. Use PowerPoint views

4) Which of the following is FALSE about the Slide Show view?

- A) A presentation running in Slide Show view can contain both manual and automatic slide transitions.
- B) To end a slide show, press Esc.
- C) The Slide Show view is used to deliver a completed presentation to an audience.
- D) The Slide Show view is new to PowerPoint 2013.

Answer: D

Diff: 2

Objective: 1. Use PowerPoint views

5) Of the following, _____ is NOT an option on the PowerPoint status bar.

- A) the Fit slide to current window button
- B) a Zoom slider
- C) the Close button
- D) the Zoom level button

Answer: C

Diff: 2

Objective: 1. Use PowerPoint views

6) If you save a presentation with a .pptx file extension, it will open in _____ view in PowerPoint 2013.

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

Answer: D

Diff: 2

Objective: 1. Use PowerPoint views

7) Which of the following is recommended as the first step in planning a presentation?

- A) Research your audience
- B) Determine the goal
- C) Brainstorm how to deliver your message
- D) Sketch out your thoughts about the presentation

Answer: B

Diff: 2

Objective: 4. Plan a presentation

8) A typical storyboard includes sections for all of the following EXCEPT:

- A) the title slide.
- B) the introduction of the topic.
- C) the development of the topics.
- D) animations.

Answer: D

Diff: 1

Objective: 4. Plan a presentation

9) It is suggested that a title slide should include a title in _____ words.

- A) two to five
- B) a minimum of six
- C) ten to fifteen
- D) a minimum of fifteen

Answer: A

Diff: 1

Objective: 4. Plan a presentation

10) It is suggested that you end a presentation with any of the following EXCEPT a:

- A) restatement of the purpose of your presentation.
- B) call to action.
- C) new key thought.
- D) review of your main points.

Answer: C

Diff: 2

Objective: 4. Plan a presentation

11) Which of the following writing style requires more words may make your presentation seem flat?

- A) Active voice
- B) Parallel construction
- C) Beginning bullets with a verb
- D) Passive voice

Answer: D

Diff: 2

Objective: 5. Assess presentation content

12) Which of the following lists of phrases uses parallel construction?

- A) Turning on the faucet, drinking the water, and turn the faucet off
- B) Went running, walking, and then rode her bike
- C) Mowed the lawn, weeded the flower beds, and put the tools away
- D) She plays volleyball, likes to hike, and runs cross country

Answer: C

Diff: 2

Objective: 5. Assess presentation content

13) Which of the following is FALSE about the 7×7 guideline for presentations?

- A) It suggests that you use no more than seven words per line.
- B) You may occasionally be forced to exceed this guideline.
- C) It suggests that you try to use no more than seven lines per slide.
- D) It suggests that a maximum of seven transitions and seven animations should be used in a presentation.

Answer: D

Diff: 1

Objective: 5. Assess presentation content

14) Choosing the layout for a slide is done by clicking the _____ arrow on the _____ tab.

- A) New Layout; Home
- B) New Slide; Home
- C) New Slide; Insert
- D) Slide; Design

Answer: B

Diff: 2

Objective: 5. Assess presentation content

15) If you have a Title slide selected and you click on the New Slide button (not the New Slide arrow), the new slide will have a _____ layout.

- A) Title and Content
- B) Title Slide
- C) Blank
- D) Title Only

Answer: A

Diff: 2

Objective: 5. Assess presentation content

16) Which of the following is TRUE about themes in PowerPoint 2013?

- A) A theme can be added from the Insert tab.
- B) Widescreen themes are available.
- C) A theme includes animation and transitions.
- D) A theme is automatically applied to only the currently selected slide.

Answer: B

Diff: 3

Objective: 4. Plan a presentation

17) Which of the following is a variation of a specific theme design using different color palettes?

- A) Templates
- B) Variants
- C) Clip Art
- D) Theme Gallery

Answer: B

Diff: 2

Objective: 4. Plan a presentation

18) Which of the following is NOT considered a step in checking spelling and incorrect word usage in a PowerPoint slide show?

- A) Use the Editing feature.
- B) Read the slide content after you enter it.
- C) Use the Spelling feature.
- D) Ask a friend or colleague to review it.

Answer: A

Diff: 2

Objective: 6. Review the presentation

19) Contextual mistakes in PowerPoint 2013 are noted by:

- A) a red wavy underline.
- B) dark red bolded text.
- C) a thick green underline.
- D) blue flashing text.

Answer: A

Diff: 2

Objective: 6. Review the presentation

20) All of the following layouts include specific buttons to quickly and easily insert objects EXCEPT:

- A) Title and Content.
- B) Title Slide.
- C) Comparison.
- D) Content with Caption.

Answer: B

Diff: 1

Objective: 7. Insert media objects

21) Which of the following is TRUE about tables in PowerPoint 2013?

- A) Tables organize information on a slide in columns and rows.
- B) Tables are difficult to insert into a slide.
- C) After a table is inserted, columns can be widened, but rows cannot be changed.
- D) PowerPoint can only create simple, uncomplicated tables.

Answer: A

Diff: 2

Objective: 8. Add a table

22) The _____ key can be used to move the insertion point from one cell of a table to the next.

- A) Insert
- B) Tab
- C) F2
- D) Enter

Answer: B

Diff: 2

Objective: 8. Add a table

23) What key combination inserts an indent within the cell of a table in PowerPoint 2013?

- A) Shift+Tab
- B) Alt+Tab
- C) Ctrl+right arrow
- D) Ctrl+Tab

Answer: D

Diff: 2

Objective: 8. Add a table

24) Animation is movement that controls all of the following elements EXCEPT the _____ of an object in a slide show.

- A) transition
- B) exit
- C) entrance
- D) path

Answer: A

Diff: 1

Objective: 9. Use animations and transitions

25) In which views does a transition appear?

- A) Presentation and Notes views
- B) Normal and Presentation views
- C) Normal and Slide Show views
- D) Slide Show and Reading views

Answer: D

Diff: 2

Objective: 9. Use animations and transitions

26) Appear, Fade, Fly In, and Bounce are all types of:

- A) transitions.
- B) themes.
- C) animations.
- D) templates.

Answer: C

Diff: 2

Objective: 9. Use animations and transitions

27) While viewing slides in the Slide Sorter, a(n) _____ icon indicates that a slide has animation.

- A) arrow
- B) check mark
- C) red circle
- D) star

Answer: D

Diff: 2

Objective: 9. Use animations and transitions

28) Which of the following is TRUE about transitions and animations?

- A) The more transitions you can include on a slide, the better the presentation.
- B) Very slow transitions are calming and work well for all types of audiences.
- C) When transitions are part of a slide, you cannot delete just one transition; all transitions must be deleted.
- D) Too many transitions and animation styles can be distracting for audiences.

Answer: D

Diff: 2

Objective: 9. Use animations and transitions

29) What does checking the Update Automatically button do in the Header and Footer dialog box?

- A) It automatically updates the date to always be current.
- B) It automatically updates edited text within a footer.
- C) It updates the header or footer when the file is saved.
- D) It updates the header and footer positions if you change slide theme.

Answer: A

Diff: 1

Objective: 10. Insert a header or footer

30) Of the following, which is NOT a method to advance through a slide show?

- A) Press the Spacebar
- B) Press Page Down
- C) Press P
- D) Press Enter

Answer: C

Diff: 2

Objective: 11. Run and navigate a slide show

31) Of the following, which is NOT a method to return to a previously viewed slide?

- A) Press N
- B) Press the left arrow
- C) Press Backspace
- D) Press Page Up

Answer: A

Diff: 2

Objective: 11. Run and navigate a slide show

32) When in Slide Show view, you can zoom into a section of the slide by clicking the:

- A) forward arrow.
- B) back arrow.
- C) zoom slider button.
- D) magnifying glass icon button.

Answer: D

Diff: 2

Objective: 11. Run and navigate a slide show

33) The _____ key darkens the screen during a presentation.

- A) D
- B) Esc
- C) B
- D) F12

Answer: C

Diff: 2

Objective: 11. Run and navigate a slide show

34) Which of the following keys will NOT navigate forward or backward while in Slide Show view?

- A) N and P
- B) Shift and Ctrl
- C) Spacebar and Backspace
- D) Page Down and Page Up

Answer: B

Diff: 2

Objective: 11. Run and navigate a slide show

35) What tab should be accessed in order to print a slide show?

- A) File
- B) Home
- C) Insert
- D) Review

Answer: A

Diff: 1

Objective: 12. Print in PowerPoint

36) What happens to the background when you print a slide show in grayscale?

- A) The background prints in shades of gray.
- B) The background will only print in black and white; no shades will be included.
- C) The background will not print.
- D) An error message occurs.

Answer: C

Diff: 2

Objective: 12. Print in PowerPoint

37) Which of the following is NOT an option when clicking the Full Page Slides button?

- A) Scale to Fit
- B) High Quality
- C) Grayscale
- D) Frame

Answer: C

Diff: 3

Objective: 12. Print in PowerPoint

38) Which of the following is NOT a handout printing option?

- A) One
- B) Two
- C) Six
- D) All

Answer: D

Diff: 2

Objective: 12. Print in PowerPoint

39) Which of the following is TRUE about printing the outline of a slide show?

- A) Speaker notes are not included when printed.
- B) All charts and graphics would also be included in the printout.
- C) Slide titles are never included when printing an outline.
- D) Printing the outline will include all details, all bullets, all graphics, and all tables.

Answer: A

Diff: 2

Objective: 12. Print in PowerPoint

40) Which of the following PowerPoint feature is accessed through the File tab?

- A) Print
- B) Slide Orientation
- C) New Slide
- D) Header & Footer

Answer: A

Diff: 1

Objective: 12. Print in PowerPoint

41) The Normal view is the default view in PowerPoint 2013.

Answer: TRUE

Diff: 2

Objective: 1. Use PowerPoint views

42) All PowerPoint views are available on the status bar.

Answer: FALSE

Diff: 2

Objective: 1. Use PowerPoint views

43) Notes in the Notes Page view appear when a presentation is displayed for an audience.

Answer: FALSE

Diff: 2

Objective: 2. Type a speaker note

44) In Reading view, the status bar includes navigation buttons to move to the next or previous slide in a presentation.

Answer: TRUE

Diff: 2

Objective: 1. Use PowerPoint views

45) Both .pptx and .ppsx are PowerPoint 2013 file extensions.

Answer: TRUE

Diff: 2

Objective: 3. Save as a slide show

46) Each key thought of a presentation should be a separate, new slide.

Answer: TRUE

Diff: 2

Objective: 4. Plan a presentation

47) A storyboard can simply be a rough draft of your initial thoughts about your presentation.

Answer: TRUE

Diff: 2

Objective: 4. Plan a presentation

48) It is never a good idea to repeat your contact information at the end of a presentation.

Answer: FALSE

Diff: 2

Objective: 4. Plan a presentation

49) After you have created a storyboard, it is advisable to lengthen sentences and add adverbs and adjectives to your text.

Answer: FALSE

Diff: 2

Objective: 5. Assess presentation content

50) In regard to parallel construction, if you start your first bullet with a noun, each successive bullet should start with a noun.

Answer: TRUE

Diff: 2

Objective: 5. Assess presentation content

51) To keep your slide content concise, you should follow the 15X15 guideline.

Answer: FALSE

Diff: 2

Objective: 5. Assess presentation content

52) You must create all of your own layouts within PowerPoint 2013.

Answer: FALSE

Diff: 1

Objective: 5. Assess presentation content

53) The Blank slide layout includes only a placeholder for the title.

Answer: FALSE

Diff: 2

Objective: 5. Assess presentation content

54) When creating slides, you would normally first add content to a placeholder, and then select a layout.

Answer: FALSE

Diff: 2

Objective: 5. Assess presentation content

55) You must delete all unused placeholders on a slide since they will show when you run the slide show.

Answer: FALSE

Diff: 2

Objective: 5. Assess presentation content

56) When you apply a theme, it is automatically applied to only the current slide that you have selected.

Answer: FALSE

Diff: 3

Objective: 4. Plan a presentation

57) The Spelling feature in PowerPoint 2013 will catch contextual errors such as "there" and "their."

Answer: FALSE

Diff: 2

Objective: 6. Review the presentation

58) PowerPoint 2013 includes a Thesaurus feature.

Answer: TRUE

Diff: 1

Objective: 6. Review the presentation

59) The Two Content slide layout offers a placeholder for easily inserting a media object.

Answer: TRUE

Diff: 2

Objective: 7. Insert media objects

60) A table can only be inserted on a slide layout that includes an automatic placeholder for a table.

Answer: FALSE

Diff: 2

Objective: 8. Add a table

61) A table can include both text as well as images.

Answer: TRUE

Diff: 2

Objective: 8. Add a table

62) Transitions can be applied to multiple slides from the Slide Sorter view.

Answer: TRUE

Diff: 2

Objective: 9. Use animations and transitions

63) All header and footer fields are positioned in the same place on all templates.

Answer: FALSE

Diff: 2

Objective: 10. Insert a header or footer

64) The Zoom box command allows you to magnify a section of a slide while presenting a slide show.

Answer: FALSE

Diff: 2

Objective: 11. Run and navigate a slide show

65) The most basic element of a PowerPoint slide show is a(n) _____, which is similar to a page being the most basic element of Microsoft Word.

Answer: slide

Diff: 1

Objective: 1. Use PowerPoint views

66) A(n) _____ is a small, miniature graphic of a slide that appears in the Slides tab.

Answer: thumbnail

Diff: 2

Objective: 1. Use PowerPoint views

67) A(n) _____ is a variation of the theme you have chosen.

Answer: variant

Diff: 2

Objective: 4. Plan a presentation

68) _____ view is the two-pane PowerPoint default view.

Answer: Normal

Diff: 2

Objective: 1. Use PowerPoint views

69) Saving a presentation as a PowerPoint _____ will allow the file to automatically open in Slide Show view.

Answer: show

Diff: 2

Objective: 2. Type a speaker note

70) A(n) _____ is a visual plan of a presentation that helps in planning the direction of your presentation.

Answer: storyboard

Diff: 2

Objective: 4. Plan a presentation

71) "Accurate and swift typing is a skill needed by students" is an example of _____ voice and should be primarily avoided on slides.

Answer: passive

Diff: 3

Objective: 5. Assess presentation content

72) The slide _____ determines the location and presence or absence of objects contained on a slide.

Answer: layout

Diff: 2

Objective: 6. Review the presentation

73) A(n) _____ holds content, such as a title, subtitle, or an image.

Answer: placeholder

Diff: 3

Objective: 6. Review the presentation

74) After determining your purpose and researching your audience, _____ how to deliver your message.

Answer: brainstorm

Diff: 2

Objective: 4. Plan a presentation

75) Clicking _____, and then the Options button will allow you to set the Proofing options in PowerPoint 2013.

Answer: File

Diff: 3

Objective: 6. Review the presentation

76) The _____ tab allows you to include a media object in your presentation.

Answer: Insert

Diff: 2

Objective: 7. Insert media objects

77) A(n) _____ structures information in columns and rows on a slide.

Answer: table

Diff: 2

Objective: 8. Add a table

78) Press the Shift + _____ keys to move the insertion point from one cell of a table to the previous cell.

Answer: Tab

Diff: 2

Objective: 8. Add a table

79) Pressing the _____ key when the insertion point is in the last cell of a table will insert a new row in the table.

Answer: Tab

Diff: 2

Objective: 8. Add a table

80) A(n) _____ is movement applied to an object or text, which is viewable in Slide Show view.

Answer: animation

Diff: 2

Objective: 9. Use animations and transitions

81) A(n) _____ is movement that occurs between slides and how one slide replaces another.

Answer: transition

Diff: 2

Objective: 9. Use animations and transitions

82) If you want the same information to be included at the bottom of each page of a handout or notes page given to the audience, create a(n) _____.

Answer: footer

Diff: 1

Objective: 10. Insert a header or footer

83) A(n) _____ generally appears at the top of slides and offers consistent text and/or graphics on each slide.

Answer: header

Diff: 1

Objective: 10. Insert a header or footer

84) Press the _____ key during a presentation to see a list of slide show controls.

Answer: F1

Diff: 2

Objective: 12. Print in PowerPoint

85) A written note or drawing that offers additional commentary or explanation and is written during a slide show is known as a(n) _____.

Answer: annotation

Diff: 2

Objective: 12. Print in PowerPoint

86) The default orientation for printing slides is _____.

Answer: landscape

Diff: 2

Objective: 12. Print in PowerPoint

87) The _____ slides option includes a black border around slides when printed.

Answer: Frame

Diff: 3

Objective: 12. Print in PowerPoint

88) The _____ option ensures that slides fit within the paper size no matter what the slide size.

Answer: Scale to Fit

Diff: 3

Objective: 12. Print in PowerPoint

89) Match the following views in PowerPoint 2013 with their function:

I. Notes Page view

II. Slide Sorter view

III. Slide Show view

IV. Reading view

V. Presenter view

A. deliver a presentation on two monitors simultaneously

B. view one slide at a time with a title bar and Close button

C. enter and edit large amounts of text for the speaker to refer to

D. view multiple slides at one time

E. deliver the final presentation to an audience

Answer: C, D, E, B, A

Diff: 2

Objective: Multiple objectives

90) Match the following parts of the PowerPoint interface with their function:

I. Slides tab

II. Slide pane

III. Notes pane

IV. status bar

V. splitter bar

A. add and edit text for use by the speaker

B. contains the slide number, theme name, and view options in Normal view

C. shows slide thumbnails

D. changes the size of your panes

E. edit the current slide

Answer: C, E, A, B, D

Diff: 1

Objective: 1. Use PowerPoint views

91) Match the following shortcut keys in PowerPoint 2013 to their function:

- I. Type B in Slide Show view
- II. Esc in Slide Show view
- III. Ctrl+Tab
- IV. Spacebar in Slide Show view
- V. Shift+Tab

- A. ends the slide show
- B. advances to the next slide
- C. inserts an indent within a table cell
- D. moves the insertion point within a table to the previous cell
- E. changes the slide to a black slide

Answer: E, A, C, B, D

Diff: 3

Objective: Multiple objectives

92) Match the following views in PowerPoint 2013 with their function:

- I. Notes Page view
- II. Slide Sorter view
- III. Slide Show view
- IV. Reading view
- V. Presenter view

- A. deliver a presentation on two monitors simultaneously
- B. view one slide at a time with a title bar and Close button
- C. to enter and edit large amounts of text for the speaker to refer to
- D. view multiple slides at one time
- E. deliver the final presentation to an audience

Answer: C, D, E, B, A

Diff: 2

Objective: Multiple objectives

93) Match the PowerPoint feature or function with the tab where it can be accessed:

- I. see slide in a two-pane window
- II. view slides from the first slide
- III. save the file as a PowerPoint Show
- IV. create a new slide
- V. choose a new theme

- A. Slide Show tab
- B. View tab
- C. Home tab
- D. Design tab
- E. File tab

Answer: B, A, E, C, D

Diff: 2

Objective: Multiple objectives

94) Match the PowerPoint option with its description:

- I. Print Full slides option
- II. Grayscale option
- III. Pure Black and White option
- IV. Frame slides option
- V. Scale to Fit paper option

- A. prints with black border around each slide
- B. prints without gray fills
- C. prints slides for use as a backup
- D. prints on one page, even if slide is set to a large custom size
- E. prints without the background

Answer: C, E, B, A, D

Diff: 2

Objective: Multiple objectives

95) Match the following terms with their descriptions:

- I. variant
- II. animation
- III. transition
- IV. theme
- V. layout

- A. a variation of a theme
- B. movement applied to text or an object
- C. movement applied to slides as one replaces another
- D. determines the position of objects on a slide
- E. designs that include colors and fonts

Answer: A, B, C, E, D

Diff: 1

Objective: Multiple objectives

96) Match the names of a variety of features with the type of PowerPoint option:

- I. Fade, Wipe, Split
- II. Ion, Facet, Integral
- III. Wipe, Fly In, Fade
- IV. Notes Page, Normal
- V. Blank, Title Only

- A. animations
- B. transitions
- C. views
- D. layouts
- E. themes

Answer: B, E, A, C, D

Diff: 2

Objective: Multiple objectives

97) Match the navigation method with the navigation option in PowerPoint 2013:

- I. Press N
- II. Press P
- III. Press Esc
- IV. Type a slide number and press Enter
- V. Press F1

- A. returns to a previous slide
- B. ends a slide show
- C. shows a list of slide show controls
- D. advance through the slide show
- E. goes to a specific slide

Answer: D, A, B, E, C

Diff: 2

Objective: 12. Print in PowerPoint

98) Match the following terms with their descriptions:

- I. placeholder
- II. layout
- III. file with .ppsx extension
- IV. slide show
- V. file with .pptx extension

- A. container that holds content on a slide
- B. PowerPoint show
- C. multiple slides
- D. PowerPoint presentation
- E. determines the position of objects and text on a slide

Answer: A, E, B, C, D

Diff: 2

Objective: Multiple objectives

99) Why is it a good idea to use Speaker notes when creating and giving a PowerPoint presentation?

Answer: You can make bulleted lists and highlight items you want your audience to remember. Speaker notes can help to enhance your presentation and make it appear more professional. You never want to read verbatim what is presented on your slides.

Diff: 2

Objective: 2. Type a speaker note

100) What is a storyboard, and why is it a good idea to use one when creating a slide show?

Answer: A storyboard is a visual plan that aids in preparing your presentation. A storyboard allows you to put your thoughts and ideas on paper and helps to organize your material.

Diff: 2

Objective: 4. Plan a presentation

101) Name two ways in which adding animation can benefit your presentation?

Answer: Animation can help focus the audience's attention on a specific important point on a slide, and can control the flow of information. It can also make the slides more interesting, thereby keeping your audience's attention throughout the presentation.

Diff: 2

Objective: 9. Use animations and transitions

102) What is the purpose of using a table in a presentation?

Answer: A table can help to organize information into columns and row. Information in a table often makes it easier for an audience to understand and comprehend the concept being presented.

Diff: 2

Objective: 8. Add a table

103) Name three things you should NEVER do during a presentation.

Answer: Answers may vary but may include the following: never overwhelm your audience with too many animations, sounds, or special effects; never continually stare at your screen; and never just read from a prepared script or your PowerPoint notes because you will not appear professional.

Diff: 1

Objective: 11. Run and navigate a slide show

104) Explain why it is important to have a backup plan for your presentation in case of equipment failure. What might be two good backup plans?

Answer: If your equipment should fail, you would not look very professional if you did not have a backup plan. With a backup plan, you will still be able to present your material and get your message to your audience. Handouts and overhead transparencies are two good examples of backups.

Diff: 2

Objective: 11. Run and navigate a slide show

105) You have created your presentation and decide that you need to reorder some of your slides. Name the steps necessary in order to do this.

Answer: 1. Click the VIEW tab.

2. Click Slide Sorter in the Presentation Views group.

3. Select the slide you wish to move and drag the slide to the new location.

4. Double-click any slide to return to the Normal view.

Diff: 3

Objective: 4. Plan a presentation

106) Explain "Presenter view" and the benefits to using this method in a presentation.

Answer: Presenter view is a specialty view that delivers a presentation on two monitors simultaneously. Typically, one monitor is a projector that delivers the full-screen presentation to the audience; the other monitor is a laptop or computer placed in front of the presenter so that he or she can see the slide, speaker notes, and a thumbnail image of the next slide. This enables the presenter to move between slides as needed, navigate to the previous or next slide using arrows, or write on the slide with a marker. A timer displays the time elapsed since the presentation began so that the presenter can keep track of the presentation length.

Diff: 3

Objective: 1. Use PowerPoint views

107) Name three necessary steps you should take prior to planning your presentation.

Answer: Answers may vary but may include the following:

Determine the goal of your presentation; research your audience to determine their level of knowledge about your topic; find out the audience's needs, expectations, and level of interest; or brainstorm about the best way to deliver your message.

Diff: 2

Objective: 4. Plan a presentation

108) What is the benefit of adding graphics and media objects to a PowerPoint presentation?

Answer: By adding graphics and media objects, you can enhance and strengthen your slide show, add impact and stress critical concepts, and help catch the audience's attention.

Diff: 2

Objective: 7. Insert media objects

Exploring Microsoft Word 2013 Comprehensive (Poatsy)

Chapter 1 Office Fundamentals and File Management: Taking the First Step

1) An operating system is:

- A) technology used to access files saved in the cloud.
- B) software available only on desktops and laptops, not on tablets or other small, portable devices.
- C) software that directs activities of a computer.
- D) an app installed on a desktop or laptop.

Answer: C

Diff: 1

Objective: 1. Log in with your Microsoft account

2) After you start your computer and enter your username and password, _____ displays in Windows 8.

- A) the desktop
- B) each Charm
- C) the Mini toolbar
- D) the Start screen

Answer: D

Diff: 2

Objective: 1. Log in with your Microsoft account

3) Which of the following is an app used to store, access, and share files and folders?

- A) SkyDrive
- B) Windows 8
- C) Snipping Tool
- D) Cloud storage

Answer: A

Diff: 2

Objective: 1. Log in with your Microsoft account

4) Which of the following is NOT part of the Windows 8 initial screen display?

- A) User identification in the top-right corner
- B) Tiles
- C) The Start button
- D) The Start screen

Answer: C

Diff: 2

Objective: 2. Identify the Start screen components

5) Which of the following is FALSE about Charms in Windows 8?

- A) There are six icons that make up the Charms in Windows 8.
- B) Charms can be accessed by pointing to the top-right of the screen.
- C) Charms provide similar functionality to the Start button in previous Windows versions.
- D) Charms can be accessed by pointing to the bottom-right of the screen.

Answer: A

Diff: 3

Objective: 2. Identify the Start screen components

6) Which of the following is TRUE about tiles?

- A) New tiles added to the Start screen are added to the beginning of your apps.
- B) Tiles can be dragged to a new location on the Start screen.
- C) Tiles can be pinned to the Start screen but cannot be unpinned.
- D) You can remove a tile from the Start screen by double-clicking it and clicking *Unpin from Start*.

Answer: B

Diff: 3

Objective: 3. Interact with the Start screen

7) Which of the following is TRUE about the Notification area of Windows 8?

- A) It doesn't exist in Windows 8.
- B) It is available as a tile on the Start screen.
- C) It is displayed in the bottom-right corner of the desktop.
- D) It is accessible from the Start button.

Answer: C

Diff: 3

Objective: 4. Access the desktop

8) If you have not made any changes to the default settings of Windows 8, which icons are available on the taskbar?

- A) Internet Explorer and Snipping Tool
- B) File Explorer and Internet Explorer
- C) File Explorer, Internet Explorer, and Microsoft Office
- D) Desktop and Start screen

Answer: B

Diff: 3

Objective: 4. Access the desktop

9) Which of the following is NOT an available option for a snip in the Snipping Tool?

- A) Desktop Snip
- B) Free-form Snip
- C) Window Snip
- D) Rectangle Snip

Answer: A

Diff: 3

Objective: 4. Access the desktop

10) Which of the following is TRUE about files?

- A) Software is used to create folders, not files.
- B) For a file to be accessed at a later time, it must be stored only on the computer's hard drive.
- C) A digital photograph or music can be a file.
- D) Files contain folders.

Answer: C

Diff: 2

Objective: 5. Use File Explorer

11) Which of the following is FALSE about folders?

- A) Folders can be managed in File Explorer.
- B) Folders contained within other folders are known as file folders.
- C) The sole purpose of a folder is to provide a location for related files.
- D) Folders can be created within other folders.

Answer: B

Diff: 2

Objective: 5. Use File Explorer

12) Which of the following is NOT part of the File Explorer interface?

- A) Navigation Pane
- B) Status bar
- C) Content pane
- D) Address bar

Answer: B

Diff: 3

Objective: 5. Use File Explorer

13) By default, after you click the SkyDrive tile on the Windows 8 Start screen, which of the following items will NOT display?

- A) Documents
- B) Pictures
- C) Public Shared
- D) Libraries

Answer: D

Diff: 3

Objective: 6. Work with folder and files

14) In File Explorer, use the _____ key if you want to select a full range of files that are adjacent.

- A) Shift
- B) Tab
- C) Ctrl
- D) Alt

Answer: A

Diff: 3

Objective: 7. Select, copy, and move multiple files and folders

15) To select a variety of files that are not adjacent in order to delete them as a group, hold down _____ while selecting each one.

- A) F1
- B) Alt
- C) Shift
- D) Ctrl

Answer: D

Diff: 3

Objective: 7. Select, copy, and move multiple files and folders

16) Microsoft _____ is most appropriate to use to create a memo for business use.

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

Answer: A

Diff: 1

Objective: 8. Identify common interface components

17) Which of the following is NOT a feature or function available by using Backstage in Office 2013?

- A) Save a file
- B) View file properties
- C) Move a file
- D) Close a file

Answer: C

Diff: 2

Objective: 8. Identify common interface components

18) What information does the title bar of Office 2013 contain?

- A) The file name and the application
- B) The file name and the drive
- C) The file name, folder name, and drive
- D) The application and the drive

Answer: A

Diff: 3

Objective: 8. Identify common interface components

19) When do contextual tabs display in Office 2013?

- A) When you select a paragraph in a document
- B) When you right-click the Ribbon and check a conceptual tab name
- C) When you click the Home tab
- D) When you select an object in a document

Answer: D

Diff: 2

Objective: 8. Identify common interface components

20) Which of the following statements is FALSE about the status bar in Office 2013?

- A) The status bar is located at the bottom of the Office 2013 window.
- B) Contents viewable on the status bar are standard in all Office applications.
- C) Slide number and total slide information are displayed in PowerPoint.
- D) Summary information is displayed in Excel.

Answer: B

Diff: 3

Objective: 8. Identify common interface components

21) Many dialog boxes offer a help feature by clicking:

- A) the F12 key.
- B) a question mark.
- C) the F1 key.
- D) a light bulb.

Answer: B

Diff: 2

Objective: 9. Get Office Help

22) Which of the following is TRUE about the Recent Documents list in Office 2013?

- A) It constantly changes.
- B) It is accessed from the Home tab.
- C) All files located on your hard drive can be accessed from it.
- D) It can be quickly accessed with the F10 key.

Answer: A

Diff: 3

Objective: 10. Open a file

23) What does clicking the pushpin next to each file name on the Recent Documents list do?

- A) The file will remain on the Recent Documents list for one full week.
- B) The file will remain on the Recent Documents list indefinitely.
- C) The file can be "pinned" to a particular folder that you designate.
- D) The file is available to be "pinned" to the Quick Access Toolbar.

Answer: B

Diff: 3

Objective: 10. Open a file

24) Printing a document is available from the _____ tab.

- A) File
- B) Home
- C) View
- D) Page Layout

Answer: A

Diff: 1

Objective: 11. Print a file

25) When you close a document in Office 2013, what happens to the application?

- A) It automatically remains open for a minimum of 10 additional minutes.
- B) It also closes with the document.
- C) If you close two or more documents simultaneously, the application closes; if only one document is closed, the application remains open.
- D) The application remains open.

Answer: D

Diff: 2

Objective: 12. Close a file and application

26) Of the four Microsoft Office 2013 programs, the _____ Home tab is the most unique and different than the other programs.

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

Answer: A

Diff: 1

Objective: 13. Select and edit text

27) The small dots that surround an object at each corner and in the middle of each side are known as:

- A) sliders.
- B) buttons.
- C) handles.
- D) toggles.

Answer: C

Diff: 1

Objective: 16. Insert objects

28) In regard to spelling and grammar in Office 2013, it is important to know that, in general:

- A) you turn on the Spelling and Grammar features in all applications.
- B) only a small selection of words will be checked as you type; the rest must be accessed through the Spelling and Grammar features.
- C) all Office applications check your spelling and grammar as you type.
- D) Word and PowerPoint check spelling and grammar as you type; Access and Excel do not.

Answer: C

Diff: 3

Objective: 17. Review a file

29) It is most attractive and common that Word documents are printed in _____ orientation. Excel documents are most often printed in _____ orientation.

- A) landscape; landscape
- B) landscape; portrait
- C) portrait; landscape
- D) portrait; portrait

Answer: C

Diff: 1

Objective: 17. Review a file

30) To set or change margins in a presentation, click the _____ tab.

- A) Home
- B) Design
- C) Insert
- D) Page Layout

Answer: D

Diff: 1

Objective: 18. Use the Page Setup dialog box

31) Windows 8 is an Intel operating system.

Answer: FALSE

Diff: 1

Objective: 1. Log in with your Microsoft account

32) You can log in to Windows 8 as a local network user, or you can log in using a Microsoft account, but you cannot do both in the same session.

Answer: FALSE

Diff: 2

Objective: 1. Log in with your Microsoft account

33) Desktop and SkyDrive are examples of Windows 8 apps.

Answer: TRUE

Diff: 1

Objective: 2. Identify the Start screen components

34) Charms include Mail and SkyDrive.

Answer: FALSE

Diff: 1

Objective: 2. Identify the Start screen components

35) When dragging a group of tiles on the Windows 8 Start screen, a light gray vertical bar displays to indicate where the new group will be located.

Answer: TRUE

Diff: 2

Objective: 3. Interact with the Start screen

36) The Desktop tile does not display on the Windows 8 Start screen.

Answer: FALSE

Diff: 1

Objective: 4. Access the desktop

37) The Notification area of Windows 8 is displayed in the bottom-left corner of the Start screen.

Answer: FALSE

Diff: 1

Objective: 4. Access the desktop

38) When you use the Search box in File Explorer, you must type the full search string prior to the program searching for your results.

Answer: FALSE

Diff: 2

Objective: 5. Use File Explorer

39) Windows 8 does not include libraries like Windows 7 did.

Answer: FALSE

Diff: 2

Objective: 5. Use File Explorer

40) Folders can only be created in File Explorer, not within software programs.

Answer: FALSE

Diff: 1

Objective: 6. Work with folder and files

41) SkyDrive can be directly accessed from the Windows 8 Start screen.

Answer: TRUE

Diff: 1

Objective: 6. Work with folder and files

42) When you move all files from a folder in one location to a folder in another location, the files are duplicated so that they are located in both the original folder location as well as the folder to which they were moved.

Answer: FALSE

Diff: 1

Objective: 7. Select, copy, and move multiple files and folders

43) Windows 8 offers a feature to show checkboxes next to files and folder names to select in order to move, delete, or copy.

Answer: TRUE

Diff: 2

Objective: 7. Select, copy, and move multiple files and folders

44) In Office 2013, the Help button is located on the Ribbon.

Answer: TRUE

Diff: 1

Objective: 8. Identify common interface components

45) By default, the Quick Access Toolbar displays above the Ribbon in Office 2013.

Answer: TRUE

Diff: 2

Objective: 8. Identify common interface components

46) The Zoom slider is always displayed at the far left side of the status bar.

Answer: FALSE

Diff: 2

Objective: 8. Identify common interface components

47) A professionally-created file such as a budget offered by Microsoft Office and often downloaded from the Microsoft Web site is known as a template.

Answer: TRUE

Diff: 2

Objective: 10. Open a file

48) Increasing the font size while in Print Preview by using the zoom increases the actual font size of the document when printed.

Answer: FALSE

Diff: 1

Objective: 11. Print a file

49) Click the File tab, and then click the Exit button to close a Microsoft Office application.

Answer: FALSE

Diff: 2

Objective: 12. Close a file and application

50) You can add your own buttons and features to the Mini toolbar in Office 2013.

Answer: FALSE

Diff: 2

Objective: 13. Select and edit text

51) When you use the Find and Replace feature in Office 2013 you can narrow the search to only find whole words.

Answer: TRUE

Diff: 2

Objective: 15. Use the Editing group commands

52) A picture could be a clip art item that you save from the Internet to your hard drive or cloud storage.

Answer: TRUE

Diff: 1

Objective: 16. Insert objects

53) The mouse pointer changes to a four-headed arrow when you resize an object.

Answer: FALSE

Diff: 1

Objective: 16. Insert objects

54) When using the Spelling & Grammar button to check a document, each identified error is highlighted in a pane within the window.

Answer: TRUE

Diff: 2

Objective: 17. Review a file

55) The Page Setup dialog box offers options to customize margins, select page orientation, and center documents vertically.

Answer: TRUE

Diff: 1

Objective: 18. Use the Page Setup dialog box

56) _____ is a Microsoft operating system released in 2012.

Answer: Windows 8

Diff: 2

Objective: 1. Log in with your Microsoft account

57) The _____ screen is displayed after starting up your computer and entering a username and password, if necessary.

Answer: Start

Diff: 2

Objective: 1. Log in with your Microsoft account

58) _____ storage is technology used to store files and work with programs that are accessed through the Internet.

Answer: Cloud

Diff: 2

Objective: 1. Log in with your Microsoft account

59) _____ is the default location for saving files for Office 2013 applications.

Answer: SkyDrive

Diff: 3

Objective: 1. Log in with your Microsoft account

60) _____ are made up of five icons that provide functionality to the Start button in Windows 8.

Answer: Charms

Diff: 2

Objective: 2. Identify the Start screen components

61) _____ are colorful block images on the Windows 8 Start screen.

Answer: Tiles

Diff: 2

Objective: 2. Identify the Start screen components

62) Removing a tile from the Windows 8 Start screen can be done by right-clicking the tile and clicking _____ from Start.

Answer: Unpin

Diff: 2

Objective: 3. Interact with the Start screen

63) The _____ is a Windows 8 program that allows you to capture a screen display.

Answer: Snipping Tool

Diff: 2

Objective: 4. Access the desktop

64) _____ are folders located within other folders.

Answer: Subfolders

Diff: 1

Objective: 5. Use File Explorer

65) The _____ contains five areas: Favorites, Libraries, Homegroup, Computer, and Network.

Answer: Navigation Pane

Diff: 3

Objective: 5. Use File Explorer

66) The _____ bar informs a user of the current drive or folder.

Answer: Address

Diff: 2

Objective: 5. Use File Explorer

67) A(n) _____ is a Windows 8 feature that allows you to share music, pictures, and libraries with other people within a home network.

Answer: Homegroup

Diff: 3

Objective: 5. Use File Explorer

68) Click select all files in an open folder, press and hold _____, and press the A key.

Answer: Ctrl

Diff: 2

Objective: 7. Select, copy, and move multiple files and folders

69) A(n) _____ copy of a file or folder should be copied to another drive in case the original drive is damaged or the data is lost for some reason.

Answer: backup

Diff: 1

Objective: 7. Select, copy, and move multiple files and folders

70) Press the _____ key to display keyboard shortcuts.

Answer: Alt

Diff: 3

Objective: 8. Identify common interface components

71) The _____ is located at the bottom of the window in Office 2013 and contains file information.

Answer: status bar

Diff: 3

Objective: 8. Identify common interface components

72) The _____ key on the keyboard accesses Help in Office 2013.

Answer: F1

Diff: 2

Objective: 9. Get Office Help

73) An enhanced _____ displays in Office 2013 when the mouse pointer is placed over a button.

Answer: ScreenTip

Diff: 2

Objective: 9. Get Office Help

74) Predesigned files provided within Office are called _____.

Answer: templates

Diff: 2

Objective: 10. Open a file

75) The _____ toolbar provides a quick way to format text in Office 2013.

Answer: Mini

Diff: 2

Objective: 13. Select and edit text

76) A key or feature that can be turned on or off is known as a(n) _____ command.

Answer: toggle

Diff: 2

Objective: 13. Select and edit text

77) An area of memory reserved to temporarily hold selections that have been cut or copied from a document is known as the _____.

Answer: Clipboard

Diff: 1

Objective: 14. Use the Clipboard group commands

78) The _____ allows you to quickly and easily copy formatting from one area of a document to another.

Answer: Format Painter

Diff: 2

Objective: 14. Use the Clipboard group commands

79) The Replace button is located on the _____ tab in Office 2013.

Answer: Home

Diff: 2

Objective: 15. Use the Editing group commands

80) _____ options are the settings that are in effect when an application is installed. Spelling and grammar checker as active is one example of this.

Answer: Default

Diff: 2

Objective: 17. Review a file

81) Match the following terms with their description:

I. Start screen

II. operating system

III. Windows 8

IV. SkyDrive

V. cloud storage

A. displays after starting your Windows 8 computer

B. released in 2012

C. used to store files and to work with programs located on the Internet

D. an app used to store, access, and share files and folder

E. software that directs computer activities

Answer: A, E, B, D, C

Diff: 1

Objective: Multiple objectives

82) Match the following terms with their description:

- I. Charms
- II. Start button
- III. Start screen
- IV. Windows 8 app
- V. tiles

- A. designed to run in the Start screen of Windows 8
- B. colorful block images on the Windows 8 Start screen
- C. functionality similar to the Start button in previous Windows versions
- D. not a part of Windows 8
- E. made up of several tiles

Answer: C, D, E, A, B

Diff: 2

Objective: Multiple objectives

83) Match the following parts of the File Explorer interface with their function:

- I. Address bar
- II. Content pane
- III. Details pane
- IV. Navigation pane
- V. Toolbar

- A. shows currently selected folder or library
- B. shows properties associated with a selected file
- C. includes buttons relevant to currently selected item
- D. contains Favorites, Libraries, Homegroup, Computer, and Network
- E. navigate to other folders or libraries

Answer: E, A, B, D, C

Diff: 3

Objective: 5. Use File Explorer

84) Match the following keyboard shortcuts in many programs with their function:

- I. Ctrl+C
- II. Ctrl+V
- III. Ctrl+Z
- IV. Ctrl+X
- V. Ctrl+A

- A. Copy
- B. Paste
- C. Select all
- D. Undo
- E. Cut

Answer: A, B, D, E, C

Diff: 1

Objective: Multiple objectives

85) Match the following components of Office 2013 and their function:

- I. Backstage view
- II. Quick Access Toolbar
- III. title bar
- IV. Ribbon
- V. Dialog Box Launcher

- A. easy access to commonly executed tasks
- B. displays the current file name and application
- C. used to print, save, open, close, and share a file
- D. contains tabs, groups, and commands
- E. opens a corresponding box that provides access to precise tools

Answer: C, A, B, D, E

Diff: 1

Objective: 8. Identify common interface components

86) Match the following Microsoft Office 2013 features with the tab where they can be found:

- I. access Backstage view
- II. tab that automatically displays when a file is opened
- III. create a footer in Word
- IV. change the zoom level
- V. change margins in Word

- A. File tab
- B. View tab
- C. Page Layout tab
- D. Insert tab
- E. Home tab

Answer: A, E, D, B, C

Diff: 2

Objective: Multiple objectives

87) Match the following shortcut actions to the selection in Word or PowerPoint:

- I. double-click
- II. triple-click
- III. press and hold Ctrl while you click to select
- IV. press and hold Shift while you press the right arrow key
- V. press and hold Ctrl while you press the letter A

- A. a sentence
- B. a paragraph
- C. one character to the right
- D. entire document
- E. a word

Answer: E, B, A, C, D

Diff: 2

Objective: 8. Identify common interface components

88) Match the grammar or spelling error with the Office 2013 identification or button to click:

- I. you write "there" instead of "their"
- II. you write "recieve" instead of "receive"
- III. you leave out a necessary comma
- IV. you want it to not stop on your name in the future
- V. you want to bypass all occurrences of "daycare"

- A. Ignore All
- B. red wavy underline
- C. green underline
- D. blue underline
- E. Add to Dictionary

Answer: D, B, C, E, A

Diff: 2

Objective: 15. Use the Editing group commands

89) Match the following features or parts of Office 2013 to their description:

- I. contextual tab
- II. Mini toolbar
- III. title bar
- IV. gallery
- V. status bar

- A. easy access to formatting commands
- B. contains groups of commands related to a specific, selected object
- C. set of selections when you click a More button
- D. contains information relative to the open file
- E. includes file name and application

Answer: B, A, E, C, D

Diff: 2

Objective: Multiple objectives

90) Match the following Microsoft Office 2013 feature with the tab where it can be found:

- I. open Office Backstage
- II. modify text
- III. create a new chart in Excel
- IV. modify an object
- V. change margins in Word

- A. contextual tab
- B. File tab
- C. Home tab
- D. Page Layout tab
- E. Insert tab

Answer: B, C, E, A, D

Diff: 2

Objective: Multiple objectives

91) What is the default location for saving files in Office 2013 applications? Briefly describe it.

Answer: SkyDrive is the default location for saving files in Office 2013. SkyDrive is an app used to store, access, and share files and folders.

Diff: 3

Objective: 1. Log in with your Microsoft account

92) Describe tiles.

Answer: Tiles are colorful block images available on the Windows 8 Start screen. When you click a tile, you will be taken to a program, file, folder, or other Windows 8 app. Tiles include the name of the app or program.

Diff: 2

Objective: 2. Identify the Start screen components

93) When might you want to use the Snipping Tool?

Answer: The Snipping Tool, a Windows 8 accessory program, can be used to take a screen image that can be saved, annotated, or shared into and with other programs. The Snipping Tools offers Free-form, Rectangle, Window, and Full-screen snips.

Diff: 2

Objective: 4. Access the desktop

94) Describe the function of Homegroup in Windows 8.

Answer: Homegroup is a Windows 8 feature that enables you to share resources on a home network. Music, pictures, videos, and libraries can easily be shared in a home network through a Homegroup. It is password protected.

Diff: 3

Objective: 5. Use File Explorer

95) What is a theme in Microsoft Office 2013?

Answer: A theme is a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to a document, workbook, or presentation.

Diff: 2

Objective: 8. Identify common interface components

96) Name at least four tasks that are available in Microsoft Office 2013 Backstage view.

Answer: You can open saved files, create new files, print items, and save and close files. In Backstage view, you can also indicate options, preferences, and settings in the program you are using. You can also exit an application as well as identify file information, such as the author or date created.

Diff: 3

Objective: 10. Open a file

97) When and how does the Mini toolbar appear in Office 2013? What is it used for?

Answer: When any amount of text is selected within a worksheet, document, or presentation, you can slightly move the mouse pointer within the selection to display the Mini toolbar. The Mini toolbar provides access to most common formatting selections.

Diff: 3

Objective: 13. Select and edit text

98) What can you do from the Clipboard group on the Home tab?

Answer: You can copy and cut text as well as objects from the Clipboard group. You can also paste as well as copy and paste formats from one location in a document to another.

Diff: 2

Objective: 14. Use the Clipboard group commands

99) What happens when you press Ctrl+F in a Word file?

Answer: Ctrl+F is a shortcut used to find items. Ctrl+F opens the Navigation Pane on the left side of the Word document. When you type a search term in the Search Document area, Word finds and highlights all occurrences of that search term.

Diff: 2

Objective: 15. Use the Editing group commands

100) Describe SmartArt in Office 2013.

Answer: SmartArt is a diagram that presents information visually to effectively communicate a message. SmartArt is considered an object and can be managed independently of an underlying document, worksheet, or presentation.

Diff: 2

Objective: 16. Insert objects