

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Excel Module 01: Getting Started with Excel

1. The name of the active workbook appears in the status bar of the Excel window. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

2. The formula bar displays the value or formula of the active cell. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

3. The sheets in a workbook are identified in the sheet tabs at the top of the workbook window. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

4. The AutoComplete feature automatically completes an entry based on previous entries in a column. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Entering Text, Dates, and Numbers

5. A ScreenTip is a box with descriptive text about a command that appears when you point to a button on the ribbon. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Introducing Excel and Spreadsheets

6. Speed Fill enters text based on patterns it finds in the data. \_\_\_\_\_

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- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Using Flash Fill

7. The worksheet is organized into individual cells. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Exploring a Workbook

8. An adjacent range is a collection of separate ranges. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Exploring a Workbook

9. Numeric data is any number that can be used in a mathematical calculation. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Entering Text, Dates, and Numbers

10. AutoFit changes the column width or row height to display the longest or tallest entry within the column or row. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Resizing Columns and Rows

11. Column width is expressed in terms of the number of characters a column can contain or the size of the column in points. \_\_\_\_\_

*ANSWER:* False - pixels

*POINTS:* 1

*REFERENCES:* Resizing Columns and Rows

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12. A keyboard shortcut is a key or combination of keys that you press to access a feature or perform a command.

ANSWER: True

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

13. A common business practice is to include a worksheet named Documentation that contains a description of the workbook, the name of the person who prepared the workbook, and the date it was created.

ANSWER: True

POINTS: 1

REFERENCES: Exploring a Workbook

14. When text wraps within a cell, the column width increases so that all of the text within the cell is displayed.

ANSWER: False - row height

POINTS: 1

REFERENCES: Resizing Columns and Rows

15. A formula is written using operands that combine different values, resulting in a single value that is then displayed in the cell.

ANSWER: False - operators

POINTS: 1

REFERENCES: Performing Calculations with Formulas

16. Every function follows a set of rules, or syntax, which specifies how the function should be written.

ANSWER: True

POINTS: 1

REFERENCES: Simplifying Formulas with Functions

17. Cutting moves the selected content, whereas copying duplicates the selected content.

ANSWER: True

POINTS: 1

REFERENCES: Modifying a Worksheet

18. When you insert a new row, the existing rows are shifted down and the new row has the same width as the row above it.

ANSWER: False - height

POINTS: 1

REFERENCES: Modifying a Worksheet

19. In the formula, =2+6\*2, addition would be calculated after multiplication.

ANSWER: True

POINTS: 1

REFERENCES: Simplifying Formulas with Functions

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20. Normal view shows how the worksheet will appear when printed. \_\_\_\_\_

ANSWER: False - Page Layout

POINTS: 1

REFERENCES: Printing a Workbook

21. The advantage of an electronic \_\_\_\_\_ is that the content can be easily edited and updated to reflect changing financial conditions.

- a. database
- b. spreadsheet
- c. expression
- d. formula

ANSWER: b

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

22. Keyboard \_\_\_\_\_ can help you work faster and more efficiently because you can keep your hands on the keyboard.

- a. KeyTips
- b. ScreenTips
- c. ShortTips
- d. shortcuts

ANSWER: d

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

23. In \_\_\_\_\_, the ribbon increases in height, the buttons are bigger, and more space appears around each button so you can more easily use your finger or a stylus to tap the button you need.

- a. Touch Mode
- b. Click Mode
- c. Tap Mode
- d. Normal Mode

ANSWER: a

POINTS: 1

REFERENCES: Introducing Excel and Spreadsheets

24. "AZ" is an example of a \_\_\_\_\_.

- a. column heading
- b. row heading
- c. cell reference
- d. Name box

ANSWER: a

POINTS: 1

REFERENCES: Exploring a Workbook

25. To go to column A of the current row, press \_\_\_\_\_.

- a. Ctrl + Home
- b. Home
- c. Shift + Tab
- d. Tab + Enter

ANSWER: b

POINTS: 1

REFERENCES: Exploring a Workbook

26. An Excel worksheet can have a maximum of \_\_\_\_\_ columns in a worksheet.

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- a. 156            b. 256  
c. 16,384        d. 17 million

ANSWER:        c

POINTS:         1

REFERENCES: Exploring a Workbook

27. To make A1 the active cell, you should press which of the following keys?

- a. Page Up        b. Page Down  
c. Home            d. Ctrl + Home

ANSWER:        d

POINTS:         1

REFERENCES: Exploring a Workbook

28. You can move to the previous or next sheet by pressing the \_\_\_\_ keys.

- a. Alt + Page Up or Alt + Page Down        b. Ctrl + Page Up or Ctrl + Page Down  
c. Tab + Page Up or Tab + Page Down        d. F4 + Page Up or F4 + Page Down

ANSWER:        b

POINTS:         1

REFERENCES: Exploring a Workbook

29. Each range is identified with a range reference that includes the cell reference of the upper-left cell of the rectangular block and the cell reference of the lower-right cell separated by a \_\_\_\_.

- a. semi-colon     b. period  
c. colon            d. comma

ANSWER:        c

POINTS:         1

REFERENCES: Exploring a Workbook

30. The characters +, -, \*, and / are examples of \_\_\_\_.

- a. formulas                                    b. values  
c. arithmetic operators                    d. calculations

ANSWER:        c

POINTS:         1

REFERENCES: Excel Formulas and Functions

31. An Excel formula always begins with a(n) \_\_\_\_.

- a. parentheses     b. equals sign  
c. plus sign        d. colon

ANSWER:        b

POINTS:         1

REFERENCES: Performing Calculations with Formulas

32. The formula used to multiply cell A1 by cell C1 is \_\_\_\_.

- a. =A1\*C1        b. C1\*A1

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c. =A1/C1      d. A1\*C1

ANSWER:      a

POINTS:      1

REFERENCES: Simplifying Formulas with Functions

33. A(n) \_\_\_\_\_ is a group of cells in a rectangular block.

- a. cluster      b. adjunct  
c. selection      d. range

ANSWER:      d

POINTS:      1

REFERENCES: Session 1.1 Visual Overview

34. When you insert a new column, the existing columns are shifted to the \_\_\_\_\_ and the new column has the same width as the column directly to its left

- a. right      b. up  
c. down      d. left

ANSWER:      a

POINTS:      1

REFERENCES: Modifying a Worksheet

35. If you want to create a new line within a cell, press the \_\_\_\_\_ keys to move the insertion point to the next line within the cell.

- a. Ctrl + Enter      b. Alt + Enter  
c. Alt + E      d. Ctrl + E

ANSWER:      b

POINTS:      1

REFERENCES: Resizing Columns and Rows

36. What is the result of the expression =50+20/10\*5?

- a. 60      b. 1  
c. 25      d. 50

ANSWER:      a

POINTS:      1

REFERENCES: Performing Calculations with Formulas

37. To change the order of operations, enclose part of the formula in \_\_\_\_\_.

- a. brackets      b. italics  
c. parentheses      d. quotation marks

ANSWER:      c

POINTS:      1

REFERENCES: Performing Calculations with Formulas

38. Excel makes reading formulas simpler by \_\_\_\_\_ each cell reference in the formula and its corresponding cell in the worksheet.

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- a. color coding
- b. bolding
- c. highlighting
- d. italicizing

ANSWER: a

POINTS: 1

REFERENCES: Performing Calculations with Formulas

39. To switch to \_\_\_\_\_ mode, you double-click the cell.

- a. Insert
- b. Copy
- c. Edit
- d. Paste

ANSWER: c

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

40. To change a column width, you can click \_\_\_\_\_ on the Column submenu to make the column(s) as wide as the longest entry of the cells in the column.

- a. QuickFit
- b. AutoFit
- c. Full Column
- d. Longest

ANSWER: b

POINTS: 1

REFERENCES: Resizing Columns and Rows

41. \_\_\_\_\_ makes it easier to enter repetitive text in cells.

- a. Editing mode
- b. AutoFit
- c. AutoComplete
- d. AutoFill

ANSWER: c

POINTS: 1

REFERENCES: Entering Text, Dates, and Numbers

42. Which of the following takes precedence over multiplication?

- a. division
- b. exponentiation
- c. addition
- d. subtraction

ANSWER: b

POINTS: 1

REFERENCES: Performing Calculations with Formulas

43. \_\_\_\_\_ enters text based on patterns it finds in the data.

- a. AutoComplete
- b. Flash Fill
- c. AutoFit
- d. Fill

ANSWER: b

POINTS: 1

REFERENCES: Modifying a Worksheet

44. In \_\_\_\_\_ orientation, a page is taller than it is wide.

- a. natural
- b. landscape

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- c. portrait      d. basic

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Printing a Workbook

45. \_\_\_\_ displays the location of the different page breaks within the worksheet.

- a. Normal                      b. Page Preview  
c. Page Break Preview      d. Page Break Layout

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Printing a Workbook

46. You can \_\_\_\_ the width or the height of the printout so that all of the columns or all of the rows fit on a single page.

- a. shrink      b. size  
c. scale      d. scroll

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Printing a Workbook

47. According to the order of operation in Excel:

- a. Excel performs exponentiation, then multiplication and division, then addition, and subtraction.  
b. Excel performs multiplication, then exponentiation, then division, then addition, and then subtraction.  
c. Excel performs exponentiation, then multiplication, then division, then subtraction, and then addition.  
d. Excel performs multiplication, then division, then exponentiation, then addition, and then subtraction.

*ANSWER:*      a

*POINTS:*      1

*REFERENCES:* Performing Calculations with Formulas

48. To move the active cell up one row, press \_\_\_\_.

- a. Shift + Enter      b. Ctrl + Tab  
c. Shift + Tab      d. Ctrl + Enter

*ANSWER:*      a

*POINTS:*      1

*REFERENCES:* Modifying a Worksheet

49. Which of the following will not change the location of the active cell?

- a. drag and drop              b. scrolling  
c. clicking another cell      d. clicking a column heading

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* Exploring a Workbook

50. When you copy a selection of cells using drag and drop, which appears before you release the mouse button?

- a. an outline of the new location of the selected range



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- b. the range
- c. a cell reference of the old location
- d. shortcut tip

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Starting a New Workbook

51. What is the syntax for a SUM formula adding the values of cell F6 to F9?

- a. /SUM(F9:F6)      b. =SUM(F6/F9)
- c. =END(F6:F9)    d. =SUM(F6:F9)

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Excel Formulas and Functions

52. Ctrl + G is used to access the \_\_\_\_\_.

- a. Go to Next worksheet command
- b. G column
- c. Go to a location in the worksheet command
- d. formula view

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Introducing Excel and Spreadsheets

53. mm/dd/yyyy is known as \_\_\_\_\_.

- a. a text string      b. text data
- c. a date format      d. number data

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Entering Text, Dates, and Numbers

54. Whenever you click the Save button on the Quick Access Toolbar or press the \_\_\_\_\_ keys, the workbook file is updated to reflect the latest content.

- a. Ctrl + V      b. Ctrl + G
- c. Ctrl + C      d. Ctrl + S

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Introducing Excel and Spreadsheets

55. To move or copy a range of cells, select the correct order:

1. Move the pointer over the border of the selection until the pointer changes shape.
  2. Select the cell or range you want to move or copy.
  3. To move the range, click the border and drag the selection to a new location, or to copy the range, hold down the Ctrl key and drag the selection to a new location.
- a. 1,2,3      b. 3,2,1

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c. 1,3,2    d. 2,1,3

*ANSWER:*        d

*POINTS:*        1

*REFERENCES:* Modifying a Worksheet

56. A(n) \_\_\_\_\_ is a grouping of text and numbers in a rectangular grid or table.

*ANSWER:*        spreadsheet

*POINTS:*        1

*REFERENCES:* Introducing Excel and Spreadsheets

57. Keyboard \_\_\_\_\_ can help you work faster and more efficiently because you can keep your hands on the keyboard.

*ANSWER:*        shortcuts

*POINTS:*        1

*REFERENCES:* Introducing Excel and Spreadsheets

58. The active cell is highlighted with a thick green border, its cell reference appears in the \_\_\_\_\_, and the corresponding column and row headings are highlighted.

*ANSWER:*        Name Box

*POINTS:*        1

*REFERENCES:* Exploring a Workbook

59. The range reference for a(n) \_\_\_\_\_ range includes the range reference to each range, separated by a semicolon.

*ANSWER:*        nonadjacent

*POINTS:*        1

*REFERENCES:* Exploring a Workbook

60. When you \_\_\_\_\_ a workbook, a dialog box might open, asking whether you want to save the workbook.

*ANSWER:*        close

*POINTS:*        1

*REFERENCES:* Closing a Workbook

61. A(n) \_\_\_\_\_ is a named operation that replaces the arithmetic expression in a formula.

*ANSWER:*        function

*POINTS:*        1

*REFERENCES:* Excel Formulas and Functions

62. A(n) \_\_\_\_\_ of the original range is placed in the new location without removing the original range from the worksheet.

*ANSWER:*        copy

*POINTS:*        1

*REFERENCES:* Modifying a Worksheet

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63. The \_\_\_\_\_ function will not include any cell in the range containing a non-numeric value in the final tally.

ANSWER: COUNT

POINTS: 1

REFERENCES: Modifying a Worksheet

64. A(n) \_\_\_\_\_ includes a series of questions that help you think about the purpose of the workbook and how to achieve your desired results.

ANSWER: planning analysis sheet

POINTS: 1

REFERENCES: Planning a Workbook

65. \_\_\_\_\_ removes the data from the row or column as well as removes the row or column itself.

ANSWER: Deleting

POINTS: 1

REFERENCES: Modifying a Worksheet

*Identify the letter of the choice that best matches the phrase or definition.*

- a. function
- b. Name box
- c. worksheet
- d. range
- e. order of operations
- f. sheet tabs
- g. Ctrl
- h. Normal view
- i. minimize button
- j. template

REFERENCES: Exploring a Workbook  
Performing Calculations with Formulas  
Modifying a Worksheet  
Excel Formulas and Functions  
Session 1.1 Visual Overview  
The Excel Workbook  
Printing a Workbook  
Introducing Excel and Spreadsheets

66. Contains a grid of rows and columns into which you can enter text, numbers, dates, and formulas, and display charts.

ANSWER: c

POINTS: 1

67. Multiplication before addition

ANSWER: e

POINTS: 1

68. When you copy a range of cells, you must press this key while you drag the selection to its new location.

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*ANSWER:* g

*POINTS:* 1

69. A named operation that replaces the arithmetic expression in a formula

*ANSWER:* a

*POINTS:* 1

70. A group of worksheet cells

*ANSWER:* d

*POINTS:* 1

71. Hides a window so that only its program button is visible on the taskbar.

*ANSWER:* i

*POINTS:* 1

72. Displays the cell reference of the active cell.

*ANSWER:* b

*POINTS:* 1

73. Shows the contents of the worksheet.

*ANSWER:* h

*POINTS:* 1

74. Displays the name of the sheets in the workbook.

*ANSWER:* f

*POINTS:* 1

75. A preformatted workbook with many design features and some content already filled in.

*ANSWER:* j

*POINTS:* 1

## PowerPoint Module 01: Creating a Presentation

1. The ribbon is organized into tabs.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

2. A textbox is a region of a slide reserved for inserting text or graphics.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

3. Slides are printed documents you give to your audience before, during, or after your presentation.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

4. In Touch Mode the ribbon increases in height, making it easier to use your finger to tap the button you need.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Starting PowerPoint and Creating a New Presentation

5. The layout of a slide is the arrangement of placeholders on the slide.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Adding New Slides

6. A second-level item in a list is sometimes called a subitem.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Creating Lists

7. The 7 x 7 rule means you should include no more than seven words per slide.

- a. True

## PowerPoint Module 01: Creating a Presentation

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Creating Lists

8. To apply format to text, both the text and the text box must be selected.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Formatting Text

9. You can undo up to the most recent 40 actions by clicking the Undo button.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Formatting Text

10. In Slide Sorter view, slides are displayed as thumbnails and the Slides tab appears.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Manipulating Slides

11. Most people find it helpful to use presentation media—visual and audio aids to support key points and engage the audience's attention. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Planning a Presentation

12. Once you enter text into a text placeholder, it is no longer a placeholder and becomes an object called a(n) object box.

\_\_\_\_\_  
*ANSWER:* False - text

*POINTS:* 1

*REFERENCES:* Creating a Title Slide

13. Unnumbered lists are useful in slides when you want to present information on multiple lines without actually itemizing the information. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Creating Lists

14. To copy selected text or objects, you use the Copy button in the Clipboard group on the INSERT tab.

## PowerPoint Module 01: Creating a Presentation

*ANSWER:* False - HOME

*POINTS:* 1

*REFERENCES:* Moving and Copying Text

15. In Slide Show view, the left pane shows the current slide. \_\_\_\_\_

*ANSWER:* False - Presenter

*POINTS:* 1

*REFERENCES:* Session 1.2 Visual Overview

16. The More button appears on all galleries that contain additional items or commands that don't fit in the group on the ribbon. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Changing the Theme and the Theme Variant

17. The aspect ratio is the ratio of the object's height to its width. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Resizing and Moving Objects

18. A review pane is a pane that opens to the right or left of the Slide pane and contains commands and options related to the task you are doing. \_\_\_\_\_

*ANSWER:* False - task

*POINTS:* 1

*REFERENCES:* Checking Spelling

19. Use the Print screen in Printer view to set print options such as specifying a printer and color options.

*ANSWER:* False - Backstage

*POINTS:* 1

*REFERENCES:* Printing a Presentation

20. When PowerPoint starts, it displays a blank presentation in \_\_\_\_ view.

- a. Default
- b. Normal
- c. Blank
- d. Slide

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Starting PowerPoint and Creating a New Presentation

21. Normal view displays slides one at a time in the \_\_\_\_.

- a. Slide pane
- b. View pane
- c. Slide view
- d. Slide window

*ANSWER:* a

*POINTS:* 1

## PowerPoint Module 01: Creating a Presentation

*REFERENCES:* Starting PowerPoint and Creating a New Presentation

22. The \_\_\_\_ is the first slide in a PowerPoint presentation.

- a. Presentation outline slide
- b. Title slide
- c. Content slide
- d. Default slide

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Creating a Title Slide

23. There are \_\_\_\_ text placeholders on the Title slide.

- a. 2
- b. 3
- c. 4
- d. 5

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Creating a Title Slide

24. A commonly used layout is the \_\_\_\_ layout.

- a. Blank
- b. Section Header
- c. Title and Content
- d. Picture with Caption

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Adding New Slides

25. To insert a new slide, you use the New Slide button in the \_\_\_\_ group on the HOME tab.

- a. Clipboard
- b. Slides
- c. Paragraph
- d. Drawing

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Adding New Slides

26. A \_\_\_\_ item is a main item in a list.

- a. base-level
- b. root
- c. sub-
- d. first-level

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Creating Lists

27. Text is measured in \_\_\_\_.

- a. points
- b. pixels
- c. inches
- d. millimeters

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Creating Lists



## PowerPoint Module 01: Creating a Presentation

28. \_\_\_\_ adjusts default font sizes and line spacing to make the text fit.

- a. AutoFit
- b. AutoRoom
- c. AutoAdjust
- d. AutoSqueeze

ANSWER: a

POINTS: 1

REFERENCES: Creating Lists

29. To duplicate, rearrange, or delete slides, you select the slides in the Slides tab in \_\_\_\_ view or switch to Slide Sorter view.

- a. Normal
- b. Reading
- c. Slide Show
- d. Slide Sorter

ANSWER: a

POINTS: 1

REFERENCES: Manipulating Slides

30. Click the “Return to the previous slide” and “\_\_\_\_ to the next slide” buttons to move from slide to slide in Slide Show view.

- a. Move
- b. Search
- c. Advance
- d. Progress

ANSWER: c

POINTS: 1

REFERENCES: Session 1.2 Visual Overview

31. If you have closed a saved presentation, open it in Backstage view by using the \_\_\_\_ command.

- a. Open
- b. Save
- c. Edit
- d. Search

ANSWER: a

POINTS: 1

REFERENCES: Opening a Presentation and Saving It with a New Name

32. To edit a presentation without changing the original, create a copy of it. To do this, use the \_\_\_\_ command.

- a. Save
- b. Save As
- c. Copy
- d. Copy As

ANSWER: b

POINTS: 1

REFERENCES: Opening a Presentation and Saving It with a New Name

33. A \_\_\_\_ is a coordinated set of colors, fonts, backgrounds, and effects.

- a. theme
- b. layout
- c. template
- d. thumbnail

ANSWER: a

POINTS: 1

REFERENCES: Changing the Theme and the Theme Variant

## PowerPoint Module 01: Creating a Presentation

34. A theme and its variants are called a theme \_\_\_\_\_.

- a. set
- b. group
- c. family
- d. template

ANSWER: c

POINTS: 1

REFERENCES: Changing the Theme and the Theme Variant

35. If you don't choose a theme, the default \_\_\_\_\_ theme is applied.

- a. blank
- b. Office
- c. corporate
- d. primary colors

ANSWER: b

POINTS: 1

REFERENCES: Changing the Theme and the Theme Variant

36. To apply a theme from a presentation stored on your computer or network, click the \_\_\_\_\_ button, and then click Browse for Themes.

- a. Themes Plus
- b. Themes More
- c. Themes Now
- d. Themes Gallery

ANSWER: b

POINTS: 1

REFERENCES: Changing the Theme and the Theme Variant

37. A(n) \_\_\_\_\_, like any presentation, has a theme applied, but it also contains text, graphics, and placeholders to help direct you in creating content for a presentation.

- a. format
- b. template
- c. outline
- d. placeholder

ANSWER: b

POINTS: 1

REFERENCES: Changing the Theme and the Theme Variant

38. To find a template on Office.com, display the \_\_\_\_\_ or New screen in Backstage view.

- a. Old
- b. Recent
- c. Custom
- d. Search

ANSWER: b

POINTS: 1

REFERENCES: Changing the Theme and the Theme Variant

39. You can use the Picture button in the Images group on the \_\_\_\_\_ tab to add photos to slides.

- a. VIEW
- b. INSERT
- c. DESIGN
- d. HOME

ANSWER: b

POINTS: 1

REFERENCES: Working with Photos

## PowerPoint Module 01: Creating a Presentation

40. In PowerPoint terms, \_\_\_\_ a photo means cutting out the parts you don't want to include.

- a. snipping
- b. cropping
- c. trimming
- d. dashing

ANSWER: b

POINTS: 1

REFERENCES: Working with Photos

41. When you save a presentation that contains photos, PowerPoint automatically compresses the photos to a resolution of \_\_\_\_ pixels per inch (ppi).

- a. 120
- b. 180
- c. 220
- d. 280

ANSWER: c

POINTS: 1

REFERENCES: Working with Photos

42. If photos need to be emailed or uploaded to a Web page, choose the \_\_\_\_ ppi compression setting.

- a. 50
- b. 96
- c. 150
- d. 220

ANSWER: b

POINTS: 1

REFERENCES: Working with Photos

43. When you choose the \_\_\_\_ compression setting, photos are compressed to the resolution specified on the Advanced tab in the PowerPoint Options dialog box.

- a. No compression
- b. Yes compression
- c. Document resolution
- d. Compression resolution

ANSWER: c

POINTS: 1

REFERENCES: Working with Photos

44. \_\_\_\_ handles are the small squares that appear in the corners and in the middle of the sides of the border of a selected object.

- a. Zoom
- b. Sizing
- c. Object
- d. Magnification

ANSWER: b

POINTS: 1

REFERENCES: Working with Photos

45. The \_\_\_\_ ratio is the ratio of an object's height to its width.

- a. image
- b. pixel
- c. aspect
- d. proportion

ANSWER: c

POINTS: 1

## PowerPoint Module 01: Creating a Presentation

*REFERENCES:* Resizing and Moving Objects

46. \_\_\_\_ notes are information you add about slide content to help you remember to bring up specific points during the presentation.

- a. Speaker
- b. Audience
- c. Reminder
- d. Handout

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Adding Speaker Notes

47. To indicate that a word might be misspelled, a \_\_\_\_ squiggly line appears under it.

- a. red
- b. blue
- c. green
- d. yellow

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Checking Spelling

48. During your presentation, you can easily display a blank black slide by pressing the \_\_\_\_ key(s).

- a. B
- b. F3
- c. F6
- d. Alt+B

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Running a Slide Show

49. \_\_\_\_ view displays the slides so that they almost fill the screen, and a status bar appears identifying the number of the current slide and providing buttons to advance the slide show.

- a. Reading
- b. Slide Show
- c. Handouts
- d. Presenter

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Running a Slide Show

50. When you print \_\_\_\_, the presentation is printed with one or more slides on each piece of paper.

- a. Full Page Slides
- b. Notes Pages
- c. Outline
- d. Handouts

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Printing a Presentation

51. When you are finished working with a presentation, you can exit PowerPoint. If there is only one presentation open, you click the Close button in the \_\_\_\_ corner of the program window to exit the program.

- a. upper-left
- b. upper-right
- c. lower-left
- d. lower-right

*ANSWER:* b

## PowerPoint Module 01: Creating a Presentation

*POINTS:* 1

*REFERENCES:* Exiting PowerPoint

### Case-Based Critical Thinking Questions

#### Case 1-1

Using PowerPoint 2016, Ethan develops a short five-slide presentation for his marketing project.

52. After opening PowerPoint, Ethan sees buttons to execute commands in the \_\_\_\_ area.

- a. Ribbon
- b. Slides tab
- c. Placeholder
- d. Access Spot

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

*TOPICS:* Critical Thinking

53. PowerPoint files consist of what looks like pages in a document. Ethan correctly calls these buttons \_\_\_\_.

- a. slides
- b. groups
- c. ribbons
- d. banners

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

*TOPICS:* Critical Thinking

54. Ethan has not saved his PowerPoint file yet, and it appears with a temporary filename “\_\_\_\_” followed by a number.

- a. File
- b. Presentation
- c. Temporary
- d. Placeholder

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* The PowerPoint Window

*TOPICS:* Critical Thinking

55. When Ethan first opens PowerPoint, he has two \_\_\_\_ view options: 1) to open an existing presentation or 2) to create a new file.

- a. Backstage
- b. Themes
- c. Insert
- d. Slide Sorter

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Starting PowerPoint and Creating a New Presentation

*TOPICS:* Critical Thinking

56. When Ethan first creates a new presentation it is displayed in \_\_\_\_ view.

- a. Normal
- b. Backstage
- c. Slide Sorter
- d. Presentation

## PowerPoint Module 01: Creating a Presentation

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Starting PowerPoint and Creating a New Presentation

*TOPICS:* Critical Thinking

### Case-Based Critical Thinking Questions

#### Case 1-2

Kamilla is creating a presentation about her family for a homework assignment. Her friend Ivan, a PowerPoint 2016 expert, is helping her.

57. Ivan tells Kamilla that the first slide of her presentation will be the \_\_\_\_ slide.

- a. Title
- b. Entrance
- c. Insertion
- d. Animation

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Creating a Title Slide

*TOPICS:* Critical Thinking

58. Once Kamilla decides to work with the Title slide she sees that it has two \_\_\_\_.

- a. picture tabs
- b. contextual tabs
- c. text placeholders
- d. picture placeholders

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Creating a Title Slide

*TOPICS:* Critical Thinking

59. When Kamilla clicks in the Title placeholder, the insertion point appears as a \_\_\_\_ line in the center of the placeholder.

- a. blinking
- b. rotating
- c. blue, straight
- d. red, squiggly

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Creating a Title Slide

*TOPICS:* Critical Thinking

60. When Kamilla clicks in the Title placeholder a contextual tab, the \_\_\_\_ tab, appears on the ribbon.

- a. TEXT HELPER
- b. DRAWING HELPER
- c. TEXT TOOLS FORMAT
- d. DRAWING TOOLS FORMAT

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Creating a Title Slide

*TOPICS:* Critical Thinking

## PowerPoint Module 01: Creating a Presentation

61. Kamilla has run out of room on her computer's hard drive, so Ivan helps her upload the file to her account on \_\_\_\_\_, Microsoft's free online storage area.

- a. OneView      b. OneDrive
- c. CloudView    d. CloudDrive

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* Saving and Editing a Presentation

*TOPICS:*      Critical Thinking

62. If you press the \_\_\_\_\_+Enter keys a new line is created, but it is still considered to be part of the item above it.

*ANSWER:*      Shift

*POINTS:*      1

*REFERENCES:* Creating Lists

63. When there are no actions that can be redone, the Redo button changes to the \_\_\_\_\_ button.

*ANSWER:*      Repeat

*POINTS:*      1

*REFERENCES:* Formatting Text

64. To copy selected text or objects, you use the Copy button in the \_\_\_\_\_ group on the HOME tab.

*ANSWER:*      Clipboard

*POINTS:*      1

*REFERENCES:* Formatting Text

65. Once you activate the Office Clipboard, you can store up to \_\_\_\_\_ items on it and then select the item or items you want to paste.

*ANSWER:*      24  
                    twenty-four

*POINTS:*      1

*REFERENCES:* Moving and Copying Text

66. When you select an existing list and then click the Convert to SmartArt Graphic button in the Paragraph group on the \_\_\_\_\_ tab, a gallery of SmartArt layouts appears.

*ANSWER:*      HOME

*POINTS:*      1

*REFERENCES:* Converting a List to a SmartArt Diagram

67. In Slide Sorter view, to select sequential slides, click the first slide, press and hold the \_\_\_\_\_ key, and then click the last slide you want to select.

*ANSWER:*      Shift

*POINTS:*      1

*REFERENCES:* Manipulating Slides

68. You can use the buttons in the Presentation Views group on the \_\_\_\_\_ tab to switch views.

## PowerPoint Module 01: Creating a Presentation

*ANSWER:* VIEW

*POINTS:* 1

*REFERENCES:* Manipulating Slides

69. When you are finished working with a presentation, you can close it and leave PowerPoint open. To do this, you click the \_\_\_\_\_ tab to open Backstage view, and then click the Close command.

*ANSWER:* FILE

*POINTS:* 1

*REFERENCES:* Closing a Presentation

70. In \_\_\_\_\_ view, each slide fills the screen, one after another.

*ANSWER:* Slide Show

*POINTS:* 1

*REFERENCES:* Session 1.2 Visual Overview

71. In PowerPoint, you can crop a photo manually to any size you want, crop it to a preset ratio, or crop it to a(n) \_\_\_\_\_.

*ANSWER:* shape

*POINTS:* 1

*REFERENCES:* Working with Photos

72. When the \_\_\_\_\_ is locked, if you resize the photo by dragging a corner sizing handle, the other dimension will change by the same percentage.

*ANSWER:* aspect ratio

*POINTS:* 1

*REFERENCES:* Resizing and Moving Objects

73. If you don't want objects you are moving to snap to the grid, press and hold the \_\_\_\_\_ key while you are dragging.

*ANSWER:* Alt

*POINTS:* 1

*REFERENCES:* Resizing and Moving Objects

74. If your computer is connected to a projector, and you start a slide show in Slide Show view, \_\_\_\_\_ view starts on the computer and Slide Show view appears on the projection screen.

*ANSWER:* Presenter

*POINTS:* 1

*REFERENCES:* Running a Slide Show

75. If you choose to print your presentation in \_\_\_\_\_ it will print in white and shades of gray.

*ANSWER:* grayscale

*POINTS:* 1

*REFERENCES:* Printing a Presentation



## Word Module 01: Creating and Editing a Document

1. As you type the body of a letter, Word automatically moves the insertion point to a new line when the current line is full.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Opening a Page on the Web

2. The grammar checker marks grammatical errors with a wavy red line.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Using the Spelling and Grammar Task Panes

3. By default, Word documents include .5-inch margins on all sides of the document.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Adjusting the Margins

4. The PAGE LAYOUT tab displays options for adjusting the margins of your document.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Creating an Envelope

5. To preview the document, click the FILE tab to open Stagefront view and then click the Print tab in the navigation bar.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Changing the Font and Font Size

6. You can add envelopes to existing documents.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Opening an Existing Document

7. The New screen displays a variety of template options.

## Word Module 01: Creating and Editing a Document

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Creating an Envelope

8. Portrait orientation is the default page orientation for Word documents.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Changing Page Orientation

9. The paragraph mark shows where characters will appear when you start typing. \_\_\_\_\_

*ANSWER:* False - insertion point

*POINTS:* 1

*REFERENCES:* Changing the Font and Font Size

10. To restore your original change, use the Undo button, which reverses the action. \_\_\_\_\_

*ANSWER:* False - Redo

*POINTS:* 1

*REFERENCES:* Using the Undo and Redo Buttons

11. Before typing a document, you should make sure nonprinting characters are displayed.. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Setting up the Word Window

12. To move the insertion point to the end of the document press Ctrl+End. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Using the Undo and Redo Buttons

13. Line spacing is the amount of space that appears between lines of text within a paragraph. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Adjusting Paragraph and Line Spacing

14. To select an entire document, double-click in the white space to the left of the document text. \_\_\_\_\_

*ANSWER:* False - triple-click

*POINTS:* 1

*REFERENCES:* Adjusting Paragraph and Line Spacing

15. Landscape orientation is the default page orientation for Word documents. \_\_\_\_\_

## Word Module 01: Creating and Editing a Document

*ANSWER:* False - Portrait

*POINTS:* 1

*REFERENCES:* Changing Page Orientation

16. Blue is the default font color and appears at the top of the Font Color gallery, with “Automatic” next to it.

*ANSWER:* False - Black

*POINTS:* 1

*REFERENCES:* Applying Text Effects, Font Colors, and Font Styles

17. With center alignment, text is centered between the left and right margins and is ragged along both the left and right margins. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Aligning Text

18. A paragraph border is an outline that appears around one or more paragraphs in a document. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Adding a Paragraph Border and Shading

19. The \_\_\_\_\_ displays the name of the open file and the program.

- a. title bar
- b. paragraph mark
- c. status bar
- d. address link

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Session 1.1 Visual Overview

20. In \_\_\_\_\_ Mode, extra space around the buttons on the ribbon allows your finger to tap the specific button you need.

- a. Tap
- b. Select
- c. Touch
- d. Tactile

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Starting Word

21. Changing the \_\_\_\_\_ affects only the way the document is displayed on the screen.

- a. View
- b. Zoom
- c. Layout
- d. Preview

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Setting Up the Word Window

22. The main difference among different types of business letters is \_\_\_\_\_.

- a. the location of the date

## Word Module 01: Creating and Editing a Document

- b. the location of the return address
- c. whether the nonprinting characters are visible
- d. how parts of the letter are indented from the left margin

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Saving a Document

23. To accept an AutoComplete suggestion, press the \_\_\_\_\_ key.

- a. Esc
- b. Shift
- c. Enter
- d. Ctrl

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Entering Text

24. \_\_\_\_\_ is a Word feature that automatically inserts the dates and other regularly used items.

- a. AutoCorrect
- b. AutoComplete
- c. the spelling checker
- d. the grammar checker

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Entering Text

25. The letters you type appear at the current location of the \_\_\_\_\_.

- a. insertion point
- b. nonprinting characters
- c. rulers
- d. scroll bars

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Entering Text

26. In the block style business letter, the inside address appears below the date, with one blank \_\_\_\_\_ in between.

- a. space
- b. paragraph
- c. line
- d. document

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Entering Text

27. A(n) \_\_\_\_\_ is text or a graphic you can click to jump to another file or to somewhere else in the same file.

- a. icon
- b. hyperlink
- c. graphic
- d. insertion

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Entering Text

28. Which of the following errors will AutoCorrect catch?

- a. "red" for "read"
- b. "your" for "you're"

## Word Module 01: Creating and Editing a Document

- c. "teh" for "the"      d. "their" for "there"

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Correcting Errors as You Type

29. Which keystroke(s) should you use to move the insertion point to the end of the line you are currently on?

- a. End                  b. Page Up  
c. Ctrl+Home        d. Alt+Ctrl+Page

*ANSWER:*      a

*POINTS:*      1

*REFERENCES:* Using the Undo and Redo Buttons

30. To move the insertion point left or right one character at a time, you would press \_\_\_\_\_.

- a. the down or up arrow key  
b. the Home or End key  
c. the left or right arrow key  
d. the Ctrl + right arrow keys or the Ctrl +left arrow keys

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Using the Undo and Redo Buttons

31. To correct an error marked by either the spelling or grammar checker, you can right-click the error, and then select the correct replacement on the \_\_\_\_\_ menu.

- a. file                  b. pop-up  
c. insert                d. shortcut

*ANSWER:*      d

*POINTS:*      1

*REFERENCES:* Entering Text

32. A wavy \_\_\_\_\_ line appears if you type a word that is not in the dictionary at all.

- a. red                  b. green  
c. blue                 d. black

*ANSWER:*      a

*POINTS:*      1

*REFERENCES:* Correcting Errors as You Type

33. As you continue to add text at the end of a document, the text typed earlier will \_\_\_\_\_ and disappear from the top of the document window.

- a. zip                  b. wrap  
c. slip                 d. scroll

*ANSWER:*      d

*POINTS:*      1

*REFERENCES:* Correcting Errors as You Type

## Word Module 01: Creating and Editing a Document

34. Line spacing is the amount of space that appears between lines of text within a \_\_\_\_\_.

- a. word
- b. sentence
- c. paragraph
- d. fragment

ANSWER: c

POINTS: 1

REFERENCES: Adjusting Paragraph and Line Spacing

35. In the \_\_\_\_\_ group on the HOME tab, you use the Line and Paragraph Spacing button to adjust paragraph and line spacing.

- a. File
- b. Fonts
- c. Insert
- d. Paragraph

ANSWER: d

POINTS: 1

REFERENCES: Adjusting Paragraph and Line Spacing

36. The white space in the left margin is sometimes referred to as the \_\_\_\_\_ bar.

- a. scan
- b. index
- c. baseline
- d. selection

ANSWER: d

POINTS: 1

REFERENCES: Adjusting Paragraph and Line Spacing

37. If you press the Shift+Enter keys at the end of a line, this inserts a \_\_\_\_\_ line break.

- a. hard
- b. manual
- c. standard
- d. double-space

ANSWER: b

POINTS: 1

REFERENCES: Adjusting Paragraph and Line Spacing

38. A method for selecting multiple lines of text is to \_\_\_\_\_.

- a. double-click the word
- b. click and drag in the white space to the left of the lines
- c. press and hold the Ctrl key, then drag the mouse pointer to select multiple blocks of nonadjacent text
- d. click the beginning of the block, then press and hold down the Alt key until the entire block is selected

ANSWER: b

POINTS: 1

REFERENCES: Adjusting Paragraph and Line Spacing

39. By default Word documents include \_\_\_\_\_ margins on all sides of the document.

- a. .5-inch
- b. 1-inch
- c. 1.5-inch
- d. 2-inch

ANSWER: b

POINTS: 1

REFERENCES: Adjusting the Margins

## Word Module 01: Creating and Editing a Document

40. To be sure the document is ready to print, and to avoid wasting paper and time, you should first review it in \_\_\_\_\_ view.

- a. File
- b. Print
- c. Backstage
- d. Page Setup

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Previewing and Printing a Document

41. Preformatted files in Word (e.g., fax cover sheets, memos) are known as \_\_\_\_\_.

- a. indices
- b. templates
- c. staged documents
- d. default documents

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Creating an Envelope

42. You can click the Clear All Formatting button to restore selected text to the \_\_\_\_\_ font, font size, and color.

- a. original
- b. default
- c. new
- d. edited

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Changing the Font and Font Size

43. A \_\_\_\_\_ is a set of characters that uses the same typeface.

- a. font
- b. theme
- c. style
- d. format

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Session 1.2 Visual Overview

44. A(n) \_\_\_\_\_ is a window that helps you navigate through a complex feature.

- a. task pane
- b. landscape
- c. portrait
- d. manager

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Formatting a Document

45. To save a document with a new name, click \_\_\_\_\_ in the navigation bar and enter a new filename.

- a. Save
- b. Copy
- c. Send to
- d. Save As

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Opening an Existing Document

## Word Module 01: Creating and Editing a Document

46. Which of the follow is a question to consider when creating effective documents?

- a. Who is the audience?
- b. What do they know?
- c. What do they need to know?
- d. All of the above

ANSWER: d

POINTS: 1

REFERENCES: Opening an Existing Document

47. The \_\_\_\_\_ group on the HOME tab includes a button for each of the four major types of alignment.

- a. Font
- b. Styles
- c. Editing
- d. Paragraph

ANSWER: d

POINTS: 1

REFERENCES: Aligning Text

48. To select the entire document, press \_\_\_\_\_.

- a. Alt+A
- b. Ctrl+A
- c. Shift+A
- d. Alt+Ctrl+A

ANSWER: b

POINTS: 1

REFERENCES: Aligning Text

49. \_\_\_\_\_ is background color that you can apply to one or more paragraphs and can be used in conjunction with a border for a more defined effect.

- a. Fill
- b. Shading
- c. Highlight
- d. Paragraph border

ANSWER: b

POINTS: 1

REFERENCES: Adding a Paragraph Border and Shading

50. To apply an outline to the selected paragraph, use the \_\_\_\_\_ button in the Paragraph group on the HOME tab.

- a. Fill
- b. Border
- c. Shadow
- d. Outline

ANSWER: b

POINTS: 1

REFERENCES: Adding a Paragraph Border and Shading

51. To copy formatting from the selected text to other text in the document, use the \_\_\_\_\_ button.

- a. Copy
- b. Format
- c. Format Painter
- d. Transfer Format

ANSWER: a

POINTS: 1

REFERENCES: Copying Formatting with the Format Painter

52. A(n) \_\_\_\_\_ tab appears on the ribbon only when an object is selected.



## Word Module 01: Creating and Editing a Document

- a. layout
- b. automatic
- c. selection
- d. contextual

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Working with Pictures

### Case-Based Critical Thinking Questions

#### Case 1-1

Gabrielle wants very much to get a job in television. Each day she visits local television station websites and peruses the Help Wanted sections. To her surprise, there is an opening for a production assistant at Channel 30. To apply for the job, applicants must download a form from the Channel 30 website, fill it out, and then email it to the human resources manager. The form is a Microsoft Word 2013 document.

53. Anxious to apply, Gabrielle downloads the form and opens it on her computer. In the space allocated for today's date, Andrea types Janu and then is prompted by \_\_\_\_\_.

- a. Spell Check to spell "January" correctly
- b. AutoCorrect to finish typing "January"
- c. AutoComplete to insert the name of the month, January
- d. AutoAdjust to adjust her font size to match the rest of the document

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Entering Text

*TOPICS:* Critical Thinking

54. The first part of the form asks applicants to write one paragraph about why they would like to at work Channel 30. Right away, Gabrielle knows what she wants to write; she's grown up with Channel 30 and has always been impressed by the quality of the news anchors, especially Katie Couric. Each time she types Couric in her response, a red wavy underline appears beneath it. Gabrielle realizes that \_\_\_\_\_.

- a. she must be spelling "Couric" wrong
- b. Word considers "Couric" to be a misspelled word
- c. the form must be set up so as to discourage applicants from referring to specific Channel 30 employees
- d. the word "Katie" has already been added to the Word dictionary and the red underline is a reminder to add "Katie" to AutoCorrect

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Correcting Errors as You Type

*TOPICS:* Critical Thinking

55. Gabrielle is very excited and rushing. She continually types "teh" instead of "the." Fortunately, the \_\_\_\_\_.

- a. AutoCorrect feature corrects it automatically
- b. spelling checker corrects it automatically
- c. AutoComplete feature corrects it automatically
- d. grammar checker corrects it automatically

## Word Module 01: Creating and Editing a Document

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Correcting Errors as You Type

*TOPICS:* Critical Thinking

56. The last part of the form asks applicants to create a bulleted list of their accomplishments. Gabrielle does not like the amount of space the program inserts between the bulleted items each time she presses Enter, so she adjusts the \_\_\_\_\_.

- a. line spacing
- b. paragraph spacing
- c. word wrap spacing
- d. leading

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Adjusting Paragraph and Line Spacing

*TOPICS:* Critical Thinking

### Case-Based Critical Thinking Questions

#### Case 1-2

Kade is writing a cover letter that he will send with copies of his resume to different software development firms. Since a cover letter determines the first impression he will make, it has to be flawless. He has finished typing the letter but must stop to go to an evening class. He quickly saves it and exits Word.

57. The next day Kade opens the letter in order to proofread it. He realizes that there is some formatting in part of the letter that he would like to use elsewhere in the letter. After using the Format Painter, he wants to turn it off. What key should he press?

- a. F4
- b. Esc
- c. Ctrl
- d. Shift

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Copying Formatting with the Format Painter

*TOPICS:* Critical Thinking

58. Kade thinks that a photo may help to illustrate a point he is making in the letter about a project on which he has worked. What is the term for the photo he wants to insert into this document?

- a. Img
- b. Icon
- c. Picture
- d. Graphical unit

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Working with Pictures

*TOPICS:* Critical Thinking

59. In his work on the letter, Kade inserts a sentence, then changes his mind and deletes the sentence using the Cut command. He then changes his mind again and \_\_\_\_\_.

- a. clicks the Undo button to undo the delete
- b. clicks the Redo button to insert the sentence again

## Word Module 01: Creating and Editing a Document

- c. clicks the Restore Text button to insert the picture again
- d. inserts the sentence again using the same method he used to insert it the first time

ANSWER: a

POINTS: 1

REFERENCES: Using the Undo and Redo Buttons

TOPICS: Critical Thinking

60. Kade's dad takes a look at the letter and finds a typo: Kade has misspelled "valedictorian" as "valedictoran." He wonders why Word did not place a wavy red line underneath the misspelled word. Then he figures out that \_\_\_\_\_.

- a. his AutoCorrect feature has been disabled
- b. the incorrect spelling was added to the dictionary
- c. "valedictoran" was not added to his AutoCorrect list
- d. the Correct spelling as you type check box is not checked in the Word Options dialog box

ANSWER: b

POINTS: 1

REFERENCES: Correcting Errors as You Type

TOPICS: Critical Thinking

61. Kade's dad suggests that Kade also check the cover letter for grammatical errors. Kade notices that he typed "you're" instead of "your," so the word is underlined with \_\_\_\_\_.

- a. a blue wavy line
- b. a black wavy line
- c. a green wavy line
- d. an orange wavy line

ANSWER: a

POINTS: 1

REFERENCES: Correcting Errors as You Type

TOPICS: Critical Thinking

62. The \_\_\_\_\_ allow you to change the way the document is displayed.

ANSWER: View buttons

POINTS: 1

REFERENCES: Setting Up the Word Window

63. \_\_\_\_\_ automatically corrects common typing errors.

ANSWER: AutoCorrect

POINTS: 1

REFERENCES: Correcting Errors as You Type

64. The Ctrl+Right Arrow keystroke moves the insertion point right one \_\_\_\_\_ at a time.

ANSWER: word

POINTS: 1

REFERENCES: Using the Undo and Redo Buttons

65. The \_\_\_\_\_ feature capitalizes the first letter of a sentence automatically.

ANSWER: AutoCorrect

## Word Module 01: Creating and Editing a Document

*POINTS:* 1

*REFERENCES:* Correcting Errors as You Type

66. Line spacing determines the amount of space between lines within a(n) \_\_\_\_\_.

*ANSWER:* paragraph

*POINTS:* 1

*REFERENCES:* Adjusting Paragraph and Line Spacing

67. \_\_\_\_\_ in the white space to the left of the document text to select an entire document.

*ANSWER:* Triple-click

*POINTS:* 1

*REFERENCES:* Adjusting Paragraph and Line Spacing

68. On the \_\_\_\_\_ ruler the 0-inch mark is like the origin on a number line.

*ANSWER:* horizontal

*POINTS:* 1

*REFERENCES:* Adjusting the Margins

69. \_\_\_\_\_ orientation is the default orientation for Word documents.

*ANSWER:* Portrait

*POINTS:* 1

*REFERENCES:* Changing the Font and Font Size

70. To verify that the pointer is located at the beginning of the document, press the \_\_\_\_\_ keys.

*ANSWER:* Ctrl + Home

*POINTS:* 1

*REFERENCES:* Changing the Font and Font Size

71. With \_\_\_\_\_ alignment the text is aligned along the right margin and is ragged along the left margin.

*ANSWER:* right

*POINTS:* 1

*REFERENCES:* Alignment Text

72. A paragraph \_\_\_\_\_ is an outline that appears around one or more paragraphs in a document.

*ANSWER:* border

*POINTS:* 1

*REFERENCES:* Adding a Paragraph Border and Shading

73. You will use the \_\_\_\_\_ button in the Clipboard group on the HOME tab to copy a format from selected text to other text.

*ANSWER:* Format Painter

*POINTS:* 1

*REFERENCES:* Copying Formatting with the Format Painter

74. To work with a photo or other type of picture in a document, you first need to \_\_\_\_\_ it.

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Word Module 01: Creating and Editing a Document

*ANSWER:* select

*POINTS:* 1

*REFERENCES:* Working with Pictures

75. Discuss the use of color and special effects in formal documents.

*ANSWER:* In more formal documents, use color and special effects sparingly. The goal of letters, reports, and many other types of documents is to convey important information, not to dazzle the reader with fancy fonts and colors. Such elements only serve to distract the reader from your main point. In formal documents, it's a good idea to limit the number of colors to two and to stick with left alignment for text. In a document like a flyer, for example, you have a little more leeway because the goal of the document is to attract attention. However, you still want it to look professional.

*POINTS:* 1

*REFERENCES:* Copying Formatting with the Format Painter

*TOPICS:* Critical Thinking

## Access Module 01: Creating a Database

1. A database or a relational database is a collection of related tables. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

2. Each record in a table is uniquely identified by a foreign key. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

3. A software program that lets the user create databases and then manipulate the data in the databases is called a database management system (DBMS). \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Managing a Database

4. A table is a predesigned database that includes professionally designed database objects. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Starting Access and Creating a Database

5. The only option available for creating tables in Access is to use the datasheet view. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Creating a Table in Datasheet View

6. The number of the currently selected record in a table and the total number of records in the table are displayed in the Current Record box which appears between the two sets of navigation buttons on a data sheet. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

## Access Module 01: Creating a Database

*REFERENCES:* Creating a Table in Datasheet View

7. A question asked about the data stored in a database is called a primary key. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Creating a Table in Datasheet View

8. A query is used to enter, edit, and view records in a database. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Session 1.2 Visual Overview

9. When creating a form in Access, the Layout view allows the user to make design changes to the form while it is displaying data.

- \_\_\_\_\_
- a. True
  - b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Creating a Simple Form

10. Compacting a database rearranges the data and objects in a database to decrease its file size. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Managing a Database

11. A single characteristic or attribute of a person, place, object, event, or idea is a table. \_\_\_\_\_

*ANSWER:* False - field

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

12. A relationship between two tables in a database is formed using a Backstage field. \_\_\_\_\_

*ANSWER:* False - common

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

13. Each Access database may be as large as two gigabytes in size and may have up to 255 people using the database at the same time.

## Access Module 01: Creating a Database

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Database Concepts

14. The default primary key for an Access database is the ID field. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Database Concepts

15. Field values that may be entered into a field are determined by the data type of the field. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

16. The query results are stored in the database in which the query has been created. \_\_\_\_\_

ANSWER: False - are not, aren't

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

17. A formatted printout (or screen display) of the contents of one or more tables or queries is a form. \_\_\_\_\_

ANSWER: False - report

POINTS: 1

REFERENCES: The CREATE Tab Options

18. It is possible to view all Access objects in the Navigation Pane. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Viewing Objects in the Navigation Pane

19. The default sort order for records in an Access table is based on the values in the primary key field.

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Database Concepts

20. Access report printing options may be changed using the Navigation dialog box. \_\_\_\_\_

ANSWER: False - Print

POINTS: 1

REFERENCES: Creating a Simple Report

21. Which Access 2016 view shows the contents of a table as a datasheet?

- a. Design view
- b. Datasheet view



## Access Module 01: Creating a Database

- c. Form view      d. Table view

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* Creating a Table in Datasheet View

22. Which button is used to open and close the Navigation Pane?

- a. Navigation Bar      b. Record  
c. Shutter Bar Open/Close      d. Table View

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Session 1.1 Visual Overview

23. To save a table in Access with a name that relates to the database (a name other than the Access default name), it is necessary to complete which process?

- a. save the table object      b. save the database  
c. save the record      d. save the field

*ANSWER:*      a

*POINTS:*      1

*REFERENCES:* Creating a Table in Datasheet View

24. Which Ribbon group allows you to add fields to an Access table with defined data types?

- a. Properties      b. Formatting  
c. Field Validation      d. Add & Delete

*ANSWER:*      d

*POINTS:*      1

*REFERENCES:* Creating a Table in Datasheet View

25. Each row in an Access table datasheet displays which of the following?

- a. a query      b. a record  
c. a field      d. a data type

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* Creating a Table in Datasheet View

26. Each column in an Access table datasheet represents a \_\_\_\_\_.

- a. query      b. record  
c. field      d. primary key

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Creating a Table in Datasheet View

27. The specific content of a field is referred to as the \_\_\_\_\_.

- a. field content      b. field value  
c. table value      d. column value

## Access Module 01: Creating a Database

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

28. Which term identifies a field that appears in two separate tables and may be used to connect records in the separate tables?

- a. primary key field
- b. field value
- c. foreign key field
- d. common field

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

29. What is the purpose of the primary key?

- a. to uniquely identify each record in a table
- b. to uniquely identify each table in a database
- c. to create a relationship between two tables in a database
- d. to create a relationship for queries in a database

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

30. Data organized as a collection of tables creates this type of data system.

- a. database
- b. database management system (DBMS)
- c. primary key system
- d. relational database management system

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

31. Which Access 2016 view contains commands used to manage Access files and options?

- a. Datasheet view
- b. Design view
- c. Backstage view
- d. Form view

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Starting Access and Creating a Database

32. How many characters may a field name in Access contain including numbers, letters, spaces, and special characters?

- a. 255
- b. 36
- c. 64
- d. 146

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Creating a Table in Datasheet View

33. Another term used for the column selector feature is \_\_\_\_\_.

- a. row selector
- b. record selector

## Access Module 01: Creating a Database

- c. name selector      d. field selector

*ANSWER:*      d

*POINTS:*      1

*REFERENCES:* Creating a Table in Datasheet View

34. Which of the following terms describes the Access feature that allows a user to size a column in datasheet view so that the column is just wide enough to display the longest visible value in the column?

- a. wide fit                      b. best fit  
c. column adjustment fit      d. trim fit

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* Creating a Table in Datasheet View

35. Clicking on the Close option from the Backstage view in Access 2016 performs which of the following tasks?

- a. closes the current database  
b. closes the current database and exits Access 2016  
c. closes only the current database object  
d. copies the current database and exits Access 2016

*ANSWER:*      a

*POINTS:*      1

*REFERENCES:* Managing a Database

36. Which Access database object(s) might be used to enter, edit, and view records in a database?

- a. tables      b. forms  
c. reports      d. both a. and b.

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* Creating a Simple Form

37. Which Access database object asks a question about the data stored in a database and displays specific fields and records that answer the question?

- a. form      b. table  
c. query      d. report

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Session 1.2 Visual Overview

38. Which Access feature provides information about Access commands and features and instructions about how to use them?

- a. Query Wizard      b. Access Help  
c. Form Wizard      d. Report Wizard

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* The CREATE Tab Options

## Access Module 01: Creating a Database

39. Which view is used to make design changes to a form while the form is displaying data?

- a. Design view      b. Table view
- c. Layout view      d. Datasheet view

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Creating a Simple Form

40. What function does compacting an Access database perform other than reducing the file size?

- a. sorting the database      b. querying the database
- c. saving the database      d. repairing the database

*ANSWER:*      d

*POINTS:*      1

*REFERENCES:* Managing a Database

41. In a relational DBMS, a user may create a database structure that contains which of the following?

- a. data, fields, and table relationships      b. numbers, tables, and fields
- c. symbols, numbers, and tables      d. fields, tables, and table relationships

*ANSWER:*      d

*POINTS:*      1

*REFERENCES:* Introduction to Database Concepts

42. Which of the following is the file extension used for Access 2016 database files?

- a. .mdb      b. .acdb
- c. .accdb      d. .dbacc

*ANSWER:*      c

*POINTS:*      1

*REFERENCES:* Starting Access and Creating a Database

43. Files created with Access 2016 may be used with which previous version of Access?

- a. Access 2010      b. Access 2000
- c. Access 2005      d. Access 2003

*ANSWER:*      a

*POINTS:*      1

*REFERENCES:* Starting Access and Creating a Database

44. When working with Access in \_\_\_\_ Mode, the user may tap the buttons on the Ribbon and also tap to use other features of Access 2016.

- a. Write      b. Touch
- c. Tap      d. Tablet

*ANSWER:*      b

*POINTS:*      1

*REFERENCES:* Starting Access and Creating a Database

## Access Module 01: Creating a Database

45. When using a mouse while in an Access 2016 work session, access a shortcut menu for an object by performing this task.

- a. scroll the vertical scroll bar
- b. scroll the horizontal scroll bar
- c. click on the Navigation Pane
- d. right click

ANSWER: d

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

46. Experienced database developers avoid using spaces in field names and object names because names with spaces might cause errors if the objects are involved in \_\_\_\_.

- a. creating reports using Access
- b. related databases
- c. programming tasks
- d. queries

ANSWER: c

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

47. Which data type allows field values to contain letters, digits, and other characters?

- a. Short Text
- b. AutoNumber
- c. Currency
- d. Date/Time

ANSWER: a

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

48. Which two keys on the keyboard allow an Access user to move the insertion point to the next field to the right in datasheet view when entering data?

- a. Tab, Insert
- b. Enter, PgDn
- c. Insert, PgUp
- d. Tab, Enter

ANSWER: d

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

49. Which of the following attributes of a table are saved only when the table object is saved?

- a. records
- b. field values
- c. characteristics of the fields
- d. data records

ANSWER: c

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

50. When copying and pasting records from one table to another, the records must first be copied to the \_\_\_\_.

- a. database
- b. query
- c. storage device
- d. clipboard

ANSWER: d

POINTS: 1

REFERENCES: Copying Records from Another Access Database

## Access Module 01: Creating a Database

51. Records in separate tables may be connected through a(n) \_\_\_\_\_ that appears in both tables.

*ANSWER:* common field

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

52. A field in a second table that is the primary key in the first table is used to form a relationship between the two tables; the field in the second table is called a(n) \_\_\_\_\_.

*ANSWER:* foreign key

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

53. All of the data in a relational database are contained in \_\_\_\_\_.

*ANSWER:* tables

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

54. The default \_\_\_\_\_ provided by Access is the ID field.

*ANSWER:* primary key

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

55. A table's contents are shown in rows and columns when using the \_\_\_\_\_ view.

*ANSWER:* Datasheet

*POINTS:* 1


*REFERENCES:* Creating a Table in Datasheet View

56. There are two ways to move vertically from one record to another in a table; use the vertical scroll bar or the \_\_\_\_\_.

*ANSWER:* navigation buttons

*POINTS:* 1

*REFERENCES:* Navigating a Datasheet

57. Clicking or tapping this navigation button  moves the insertion point to the \_\_\_\_\_ in a table.

*ANSWER:* last record

*POINTS:* 1

*REFERENCES:* Navigating a Datasheet

58. Data can be presented in customized and useful ways different from tables and queries by using a Simple \_\_\_\_\_.

*ANSWER:* form

*POINTS:* 1

*REFERENCES:* Creating a Simple Form

59. Access reports are based on a selected \_\_\_\_\_ or \_\_\_\_\_.

## Access Module 01: Creating a Database

*ANSWER:* table, query

*POINTS:* 1

*REFERENCES:* Creating a Simple Report

60. Use the \_\_\_\_\_ feature on the Ribbon to see how many pages are in a report based on the current layout.

*ANSWER:* Print Preview

*POINTS:* 1

*REFERENCES:* Creating a Simple Report

61. An important reference tool available in Access 2016, which may be used to assist a user with problems that might occur, is the \_\_\_\_\_ system.

*ANSWER:* Access Help

*POINTS:* 1

*REFERENCES:* Using Microsoft Access Help

62. The process of decreasing the file size of a database and enhancing the performance of the database is called \_\_\_\_\_ the database.

*ANSWER:* compacting

*POINTS:* 1

*REFERENCES:* Managing a Database

63. The \_\_\_\_\_ option is available to compact and repair a database file automatically every time the database is closed.

*ANSWER:* Compact on Close

*POINTS:* 1

*REFERENCES:* Managing a Database

64. What are the five primary functions of a Database Management System (DBMS)?

- ANSWER:*
1. A DBMS allows the creation of database structures containing fields, tables, and table relationships.
  2. A DBMS lets users easily add new records, change field values in existing records, and delete records.
  3. A DBMS contains a built-in query language, which lets you obtain immediate answers to the questions (or queries) you ask about your data.
  4. A DBMS contains a built-in report generator, which produces professional-looking, formatted reports from the data.
  5. A DBMS protects databases through security, control, and recovery facilities.

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

*TOPICS:* Critical Thinking

65. Explain the difference between a primary key and a foreign key.

*ANSWER:* The primary key may consist of one or more fields whose values are used to uniquely identify each record in a table.

If the same field used as the primary key in one table is also used as a field in another table, and that field is used to create a relationship between the two tables, that field is called a foreign key in the

## Access Module 01: Creating a Database

second table. The foreign key is not used to uniquely identify records in the second table.

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

*TOPICS:* Critical Thinking

*Identify the letter of the choice that best matches the phrase or definition.*

- a. field value
- b. primary key
- c. Backstage view
- d. data type
- e. Current Record Box
- f. Create tab
- g. query
- h. Simple Query Wizard
- i. Print Preview
- j. File tab

*REFERENCES:* Introduction to Database Concepts  
Starting Access and Creating a Database  
Creating a Table in Datasheet View  
Creating a Simple Query

66. The specific content of a field.

*ANSWER:* a

*POINTS:* 1

67. A field, or collection of fields, whose values are used to uniquely identify each record in a table.

*ANSWER:* b

*POINTS:* 1

68. The Access 2016 view that allows the user to manage files and options.

*ANSWER:* c

*POINTS:* 1

69. AutoNumber and Short Text are two examples of this Access feature which determines the values that may be entered in a field.

*ANSWER:* d

*POINTS:* 1

70. A status box that displays the number of the current record and the total number of records in a table.

*ANSWER:* e

*POINTS:* 1

71. The Access Ribbon tab that allows the user to create database objects such as tables, forms, and reports.

*ANSWER:* f

*POINTS:* 1



Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Access Module 01: Creating a Database

72. A question that is asked about the data stored in a database.

*ANSWER:* g

*POINTS:* 1

73. An Access 2016 tool that allows the user to quickly add fields and records to display in query results.

*ANSWER:* h

*POINTS:* 1

74. The Access 2016 view that shows the number of pages that will be printed.

*ANSWER:* i

*POINTS:* 1

75. The Access Ribbon tab that offers the option for the user to compact and repair a database.

*ANSWER:* j

*POINTS:* 1