Test Bank for Illustrated Computer Concepts and Microsoft Office 365 and Office 2016 1st Parsons

Access Complete Test Bank for Illustrated Computer Concepts and Microsoft Office 365 and Office 2016 1st Parsons

Name:_____ Class:_____ Date:_____

Access 2016 - Module 2: Building and Using Queries

1. A query allows the selection of a subset of fields and records from one or more tables, then presents the selected data as a single datasheet.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

2. You enter and edit data in a query datasheet in the same way you do in a table datasheet.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 4/14/2016 12:43 PM

3. In Access, the Save As command allows you to save either the entire database or the current object with a new name.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/10/2016 9:18 AM
DATE MODIFIED: 4/10/2016 9:20 AM

4. Query criteria are not case sensitive.

a. True

b. False

ANSWER: True

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Access 2016 - Module 2: Building and Using Queries

POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/9/2016 3:42 PM
DATE MODIFIED: 4/9/2016 3:43 PM

5. To delete records from a query datasheet, click the record selector button to the left of the record, click the Home tab, click the Delete button in the Records group, and click Yes.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 30
Work with Data in a Query
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.023 - Delete records in a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 4/10/2016 8:52 AM

6. To add, delete, or change fields in a query, you use Query Design View.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

7. Deleting a field from a query also deletes it from the underlying table.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: True / False

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.025 - Find and replace data in a query
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DATE MODIFIED: 2/26/2016 8:14 PM

8. The asterisk (*) is the wildcard used to represent one and only one character in criteria.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

9. The question mark (?) is the wildcard character which stands for any single character in criteria.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
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10. The easiest way to filter the records for an exact match is to use the Filter By Form feature.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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11. To filter for comparative data, use the Filter By Selection feature.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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12. Filters are used to select a subset of records in a datasheet.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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13. A filter can be used to create calculated fields.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

14. A query can be used to create calculated fields.
    a. True
    b. False

ANSWER: True

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Access 2016 - Module 2: Building and Using Queries

POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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15. By copying a query before starting to make modifications to it, you can avoid changing the original query by mistake.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 40
Apply OR Criteria
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.028 - Rename a query
DATE CREATED: 2/26/2016 8:14 PM
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16. Enter OR criteria on different Criteria rows in the query design grid.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 40
Apply OR Criteria
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.029 - Enter OR criteria in a query
DATE CREATED: 2/26/2016 8:14 PM
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17. SQL stands for ____.
    a. Structured Query Lingo
    b. Standard Query Lingo
    c. Standard Query Language
    d. Structured Query Language
ANSWER: d
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
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18. A query datasheet is sometimes called a ____ of the data.
    a. logical view b. duplicate copy
    c. table simulator d. warehouse
ANSWER: a
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
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19. In large datasheets, you may want to ____ certain fields so that they remain on the screen at all times.
    a. fix b. post
    c. freeze d. view
ANSWER: c
POINTS: 1
REFERENCES: Access 31
Work with Data in a Query
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.030 - Edit records in a query
DATE CREATED: 2/26/2016 8:14 PM
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20. You use Query Design View to add ____ to limit the number of records shown in the resulting datasheet.
    a. criteria b. posts
    c. versioning d. indices
ANSWER: a
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.031 - Add criteria to a query
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Access 2016 - Module 2: Building and Using Queries

21. Query Design View presents the fields you can use for a query in small windows called field ____.
a. glossaries b. lists
c. links d. catalogs
ANSWER: b
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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22. Access saves ____ automatically as you move from record to record.
a. data b. queries
c. tables d. all of the above
ANSWER: a
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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23. Use the ____ command to save the current object with a new name.
a. Datasheet b. View
c. Save As d. Save
ANSWER: c
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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24. A join line is also called a(n) ____ line.
a. query b. link
c. connection d. objectivity
ANSWER: b

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Access 2016 - Module 2: Building and Using Queries

POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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25. To move a field in the query design grid, click its ____, and then drag it left or right.
a. field selector b. field key
c. field string d. field tag
ANSWER: a
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.032 - Apply sort orders to a query
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26. When you double-click a field in a field list in Query Design View, it is ____.
a. deleted from the query
b. added to the next available position in the query design grid
c. used as the first sort order
d. set as the primary key field
ANSWER: b
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.032 - Apply sort orders to a query
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27. A(n) ____ is a temporary view of the data that is removed when you close the datasheet.
a. filter b. query
c. grid d. sort
ANSWER: a
POINTS: 1
REFERENCES: Access 36

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Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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28. The wildcard character that stands for any group of characters is the ____.
a. period (.) b. semicolon (;)
c. asterisk (*) d. plus sign (+)
ANSWER: c
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
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29. To sort records based on the selected field in the order Z to A, use the _____ button.
a. Down b. Descending
c. Z to A d. Reverse Sort
ANSWER: b
POINTS: 1
REFERENCES: Access 35
Sort and Find Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/10/2016 9:00 AM
DATE MODIFIED: 4/10/2016 9:05 AM

30. The wildcard character that stands for any single character is the ____.
a. ampersand (&) b. question mark (?)
c. exclamation mark (!) d. caret (^)
ANSWER: b
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
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Access 2016 - Module 2: Building and Using Queries

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31. A(n) ____ is a saved object within the datasheet.
    a. query b. filter
    c. find d. union

ANSWER: a
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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32. The ____ button provides a list of values in the selected field that can be used to customize a filter.
    a. Values b. Selection
    c. Filter d. Advanced

ANSWER: c
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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33. The ____ button filters records that equal, do not equal, or are otherwise compared with the current value.
    a. Comparative b. Selection
    c. Comparison d. Advanced

ANSWER: b
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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34. Criteria ____ is the term for rules by which criteria must be entered in a query.
    a. Syntax b. Formatting

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c. Sorting d. Filter by Form

ANSWER: a
POINTS: 1
REFERENCES: Access 38
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.033 - Define criteria syntax
DATE CREATED: 2/26/2016 8:14 PM
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35. ____ are tests or limiting conditions you set to determine which records will be selected in a filter or query.

a. Criteria b. Filters
c. Queries d. none of the above

ANSWER: a
POINTS: 1
REFERENCES: Access 38
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.034 - Enter AND criteria in a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

36. To find all records where there is any entry in the field, even if the entry is 0, which criteria should you use?

a. <> 0 b. Is Not Null
c. *=* d. *<>*

ANSWER: b
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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37. ____ will find all records where there is any entry in the field, even if the entry is 0.

a. Like b. Is Null
c. And d. Is Not Null

ANSWER: d
POINTS: 1
REFERENCES: Access 39

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Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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38. Which of the following comparison operators means "not equal to"?
a. +=+ b. =/=
c. <<>> d. <>
ANSWER: d
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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DATE MODIFIED: 2/26/2016 8:14 PM

39. To find numbers greater than or equal to 500, use which comparison operator?
a. <> b. <=
c. >> d. >=
ANSWER: d
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 4/14/2016 12:45 PM

40. Which of the following comparison operators means "greater than"?
a. > b. >=
c. < d. <=
ANSWER: a
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria

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41. Which of the following comparison operators means "less than or equal to"?

a. > b. >=
c. < d. <=

ANSWER: d
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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42. A(n) _____ answers a question about the information in the database.

ANSWER: query
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
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43. One way to create a new query is with the _____, which prompts you for the information it needs to create a new query.

ANSWER: Simple Query Wizard
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.036 - Create a query with the Simple Query Wizard
DATE CREATED: 2/26/2016 8:14 PM
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44. In Query Design View, the query design _____ shows you the field names, sort orders, and criteria used with a query.

ANSWER: grid
POINTS: 1
REFERENCES: Access 32

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Use Query Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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45. _____ are limiting conditions you set in the query design grid.
ANSWER: Criteria
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.031 - Add criteria to a query
DATE CREATED: 2/26/2016 8:14 PM
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46. To add a table's field list to the upper pane of Query Design View, click the _____ Table button on the Design tab.
ANSWER: Show
POINTS: 1
REFERENCES: Access 33
Use Query Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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47. To move fields in the query grid, drag the field _____.
ANSWER: selector
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.032 - Apply sort orders to a query
DATE CREATED: 2/26/2016 8:14 PM
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48. Filter By _____ is a fast and easy way to filter records for an exact match.
ANSWER: Selection
POINTS: 1

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REFERENCES: Access 36
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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49. _____ a table or query datasheet temporarily displays only those records that match given criteria.
ANSWER: Filtering
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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50. To search for a pattern, you can use a(n) _____ character, a symbol you can use as substitute for characters to find information that matches your find criteria.
ANSWER: wildcard
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
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51. The _____ button provides filter features such as Filter By Form, and Clear All Filters.
ANSWER: Advanced
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/10/2016 9:06 AM
DATE MODIFIED: 4/10/2016 9:08 AM

52. Is _____ criteria will find all records where no entry has been made in the field.
ANSWER: Null
POINTS: 1

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REFERENCES: Access 38
Apply AND Criteria
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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53. Discuss adding or deleting a table in a query.
ANSWER: You might want to add a table's field list to the upper pane of Query Design View to select fields from that table for the query. To add a new table to Query Design View, drag it from the Navigation Pane to Query Design View, or click the Show Table button on the Design tab, then add the desired table(s). To delete an unneeded table from Query Design View, click its title bar, then press [Delete].
POINTS: 1
REFERENCES: Access 33
Use Query Design View
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:14 PM
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54. Compare the capabilities of queries and filters.
ANSWER: * Queries are saved as objects in the database. Filters are not.
* Both can be used to select a subset of records in a datasheet.
* Only queries are used to select a subset of fields in a datasheet.
* The resulting datasheet from both filters and queries can be used to enter and edit data.
* The resulting datasheet from both filters and queries can be used to sort, filter, and find records.
* Queries but not filters are commonly used as the source of data for a form or report.
* Queries but not filters can be used to create calculations across records.
* Queries but not filters can be used to create calculated fields.
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:14 PM
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55. Explain the difference between AND and OR criteria.

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ANSWER:	AND: All criteria must be true in order for the record to be selected for a datasheet. The criteria are entered on the same row of the query grid. OR: Any single criterion must be true in order for the record to be selected. The criteria are entered on different rows of the query grid.
POINTS:	1
REFERENCES:	Access 38 Access 40 Apply AND Criteria Apply OR Criteria
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.037 - Enter AND criteria in a query, Enter OR criteria in a query
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:14 PM
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56. You can enter, edit, and navigate data in a query datasheet just like a(n) report datasheet.
_____

ANSWER:	False - table
POINTS:	1
REFERENCES:	Access 28 Use the Query Wizard
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.022 - Describe the purpose for a query
DATE CREATED:	2/26/2016 8:14 PM
DATE MODIFIED:	2/26/2016 8:14 PM

57. SQL is the acronym for "Simple Query Language." _____

ANSWER:	False - Structured Query Language
POINTS:	1
REFERENCES:	Access 28 Use the Query Wizard
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.022 - Describe the purpose for a query
DATE CREATED:	2/26/2016 8:14 PM
DATE MODIFIED:	2/26/2016 8:14 PM

58. The record selector button is to the right of a record in a datasheet. _____

ANSWER:	False - left
POINTS:	1
REFERENCES:	Access 30 Work with Data in a Query

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Access 2016 - Module 2: Building and Using Queries

QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.030 - Edit records in a query
DATE CREATED: 2/26/2016 8:14 PM
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59. In Query Design View, record selectors are thin gray bars above the field names in the query grid. _____

ANSWER: False - field
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.025 - Find and replace data in a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

60. Quotation marks are automatically added to criteria for fields with a Date/Time data type. _____

ANSWER: False - Short Text, short text
POINTS: 1
REFERENCES: Access 33
Use Query Design View
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/10/2016 8:55 AM
DATE MODIFIED: 4/10/2016 8:57 AM

61. If, for example, a find-and-replace effort does not work correctly, click the Undo button to cancel the changes. _____

ANSWER: True
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.038 - Undo edits in a query
DATE CREATED: 2/26/2016 8:14 PM
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62. As you add rows of OR criteria to the query design grid, you decrease the number of records selected for the resulting datasheet. _____

ANSWER: False - increase
POINTS: 1

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REFERENCES: Access 40
Apply OR Criteria
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.029 - Enter OR criteria in a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

63. To make a page wider than it is tall, use landscape orientation. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 42
Format a Datasheet
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.039 - Change page orientation
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

64. By default, the printout of a datasheet contains the object name and current date in the footer. _____
ANSWER: False - header
POINTS: 1
REFERENCES: Access 42
Format a Datasheet
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.040 - Zoom in print preview
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

Critical Thinking Questions
Case 2-1

Daniel Arno owns a lawn and landscape business with many customers. Occasionally, he wants to filter the data about his customers in various ways.

65. Daniel uses a one-character code to indicate which day of the week certain customers of his have their lawns cut. Which of the following wildcard characters could he use to search for a single character (e.g., F for Friday)?
a. *
b. &
c. ?
d. %
ANSWER: C
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Subjective Short Answer

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Access 2016 - Module 2: Building and Using Queries

HAS VARIABLES: False
PREFACE NAME: case 2-1-12968
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

66. Daniel wants to make even more use of wildcard characters. Which operator is he most apt to use in these searches?

a. Find
b. Like
c. Search
d. Near

ANSWER: B
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 2-1-12968
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

67. Daniel lives in Oxford and he would like to find all customers who do not live in Oxford. Which comparison operator should he use?

a. =
b. #=#
c. <>
d. <=>

ANSWER: c
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-12968
DATE CREATED: 4/10/2016 9:11 AM
DATE MODIFIED: 4/10/2016 9:26 AM

Match each term with the statement that best describes it.

a. Is Null
b. wildcard
c. sorting
d. query
e. datasheet
f. filter

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g. criteria

h. query grid

REFERENCES: Access 28
Access 32
Access 35
Access 36
Access 39
Access 42
Use the Query Wizard
Use Query Design View
Sort and Find Data
Filter Data
Apply AND Criteria
Format a Datasheet

QUESTION TYPE: Matching

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
ENHA.FRIE.16.024 - Work in Query Design View
ENHA.FRIE.16.026 - Use wildcards in criteria
ENHA.FRIE.16.027 - Apply and remove filters in a query
ENHA.FRIE.16.032 - Apply sort orders to a query
ENHA.FRIE.16.035 - Use comparison operators with criteria
ENHA.FRIE.16.041 - Format a datasheet

DATE CREATED: 2/26/2016 8:14 PM

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68. Creates a datasheet of selected fields and records from one or more tables
ANSWER: d
POINTS: 1

69. The lower pane in Query Design View
ANSWER: h
POINTS: 1

70. Limiting conditions used to narrow the number of records on a datasheet
ANSWER: g
POINTS: 1

71. Putting records in ascending or descending order based on a field's values
ANSWER: c
POINTS: 1

72. Used to search for a pattern
ANSWER: b
POINTS: 1

73. Creates a temporary subset of records

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ANSWER: f
POINTS: 1

74. Criterion that finds all records where no entry has been made in the field
ANSWER: a
POINTS: 1

75. Allows you to apply some basic formatting modifications such as changing the font size, font face, colors, and gridlines
ANSWER: e
POINTS: 1

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Name:_____ Class:_____ Date:_____

Concepts Module 2: Computer Hardware

1. A standard desktop computer uses a mouse as its primary pointing device.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

2. Trackpad is another word for trackball.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Concepts 25
Input Devices
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

3. A fitness tracker can be classified as a wearable computer.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Concepts 25
Input Devices
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 4/26/2016 8:32 AM

4. A microphone can convert spoken words or sound information into a digital format.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Concepts 25
Input Devices

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Concepts Module 2: Computer Hardware

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

5. A digital camera is not an input device.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Concepts 25
Input Devices
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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6. Most notebook computers use OLED monitors.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

7. The graphics card can be built or plugged into a computer's motherboard.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: True / False
HAS VARIABLES: False
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8. A hard drive is both the storage device and the storage medium.
   a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Concepts 30
Data Storage—An Overview
QUESTION TYPE: True / False
HAS VARIABLES: False
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9. Screen size, dot pitch, and color depth are all determined by the graphics card.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

10. A printer's duty cycle is usually measured in pages per day.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Concepts 29
Printers
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

11. Data transfer rate is the average time it takes a computer to locate data on the storage medium and read it.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Concepts 32
Data Storage Systems Features
QUESTION TYPE: True / False
HAS VARIABLES: False

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Concepts Module 2: Computer Hardware

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12. A mouse is an example of a(n) pointing device. _____

ANSWER: True
POINTS: 1
REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

13. A touchpad is also called a(n) trackball. _____

ANSWER: False - trackpad, track pad
POINTS: 1
REFERENCES: Concepts 25
Input Devices
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

14. For a graphics card, the amount of available memory is the key to overall performance.
_____

ANSWER: True
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

15. Each peripheral device or expansion card requires software called a slot driver. _____

ANSWER: False - device
POINTS: 1
REFERENCES: Concepts 39
How to Add Devices to Your Computer
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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16. Currently, DVDs have the highest storage capacity for optical storage media. _____

ANSWER: False - BDs, BD, Blue-ray discs, Blue-ray
POINTS: 1
REFERENCES: Concepts 34
Optical Data Storage Systems
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 12:23 PM
DATE MODIFIED: 4/26/2016 12:27 PM

17. As the screen size increases, the computer displays a larger work area with text and other objects appearing smaller. _____

ANSWER: False - resolution
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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18. A display device's specifications include dot pitch. _____

ANSWER: True
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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19. Dot Pitch ratio is the proportional relation between the width and height of an image or video frame. _____

ANSWER: False - Aspect, aspect
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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20. Blue-ray discs and CDs are example of storage devices. _____

ANSWER: False - media, medium

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Concepts Module 2: Computer Hardware

POINTS: 1
REFERENCES: Concepts 30
Data Storage—An Overview
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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21. A(n) hard drive is the preferred type of main storage for most computer systems. _____
ANSWER: True
POINTS: 1
REFERENCES: Concepts 30
Data Storage—An Overview
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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22. A drive bay is a storage device parking space. _____
ANSWER: True
POINTS: 1
REFERENCES: Concepts 31
Data Storage—An Overview
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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23. The computer controls a peripheral device by sending data over circuits called a data port.
_____
ANSWER: False - bus
POINTS: 1
REFERENCES: Concepts 38
How to Add Devices to Your Computer
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

24. A mouse can either be connected to the computer using wires or cables, or can be ____.
a. peripheral b. external
c. a stylus d. wireless
ANSWER: d
POINTS: 1

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Concepts Module 2: Computer Hardware

REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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25. The part of a keyboard which includes keys such as Home, End, and arrow keys is used for ____.
a. inputting commands b. navigating
c. responding to prompts d. typing text
ANSWER: b
POINTS: 1
REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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26. All of the following are examples of input devices EXCEPT a ____.
a. printer b. keyboard
c. mouse d. scanner
ANSWER: a
POINTS: 1
REFERENCES: Concepts 24-25
Input Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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27. A(n) ____ mouse uses an LED and computer chip to track a light beam as it bounces off a surface.
a. trackball b. laser
c. optical d. elliptical
ANSWER: c
POINTS: 1
REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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28. A(n) ____ mouse is an example of a wireless mouse.

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a. trackball b. laser
c. touchpad d. elliptical
ANSWER: b
POINTS: 1
REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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29. Touch events, such as taps, drags, and pinches are sometimes called _____.
a. gestures b. mimics
c. touchpoints d. movements
ANSWER: a
POINTS: 1
REFERENCES: Concepts 25
Input Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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30. Devices such as smartwatches can be classified as _____ computers.
a. ubiquitous b. analog
c. pervasive d. wearable
ANSWER: d
POINTS: 1
REFERENCES: Concepts 25
Input Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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31. Two key components of a computer display system are a display device or screen and a(n) ____ card.
a. sound b. graphics
c. printer d. LCD
ANSWER: b
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: Multiple Choice

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32. ____ monitors are also called flat-panel displays.
a. LCD b. OLED
c. CRT d. MMC
ANSWER: a
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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33. A(n) _____ is a stand-alone display device that connects to a computer.
a. workstation b. monitor
c. MMC d. screen
ANSWER: b
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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34. The advantage of ____ monitors include display clarity, low radiation emission, portability, and compactness.
a. LCD b. OLED
c. CRT d. MMC
ANSWER: a
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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35. ____ rate is how fast a screen updates the information being displayed.
a. Refresh b. Response
c. Image d. Graphics

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Concepts Module 2: Computer Hardware

ANSWER: b
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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36. The ____ is the maximum number of horizontal and vertical pixels that can be displayed on a screen.
a. screen size b. bit depth
c. resolution d. color depth
ANSWER: c
POINTS: 1
REFERENCES: Concepts 26
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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37. The ____ is the measurement in inches from one corner diagonally to the opposite corner.
a. screen size b. viewing angle width
c. resolution d. color depth
ANSWER: a
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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38. The ____ is the number of colors a monitor and graphics card can display.
a. pixel size b. resolution
c. bit depth d. dot pitch
ANSWER: c
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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Concepts Module 2: Computer Hardware

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39. ____ measures image clarity.

a. Pixel size b. Resolution
c. Bit depth d. Dot pitch

ANSWER: d
POINTS: 1
REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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40. A(n) ____printer has a print head that sprays ink onto paper to form characters and graphics.

a. ink-jet b. laser
c. toner d. photo

ANSWER: a
POINTS: 1
REFERENCES: Concepts 28
Printers
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 4/26/2016 11:49 AM

41. Printer ____ is measured by dpi.

a. depth b. quality
c. resolution d. speed

ANSWER: c
POINTS: 1
REFERENCES: Concepts 28
Printers
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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42. ____ determines how many pages a printer is able to print to the specified period of time.

a. DPI b. PPM
c. Duty cycle d. Capacity

ANSWER: c
POINTS: 1

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Concepts Module 2: Computer Hardware

REFERENCES: Concepts 29
Printers
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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43. Printer ____ is measured by ppm.
a. depth b. quality
c. resolution d. speed
ANSWER: d
POINTS: 1
REFERENCES: Concepts 28
Printers
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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44. All of the following are examples of storage devices EXCEPT ____.
a. solid-state card reader b. BD drive
c. memory card d. hard drive
ANSWER: c
POINTS: 1
REFERENCES: Concepts 30
Data Storage—An Overview
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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45. The system unit case for a desktop computer contains several storage device "parking spaces" called ____ bays.
a. access b. solid-state
c. expansion d. USB
ANSWER: c
POINTS: 1
REFERENCES: Concepts 31
Data Storage—An Overview
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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46. ____ is the average time it takes a computer to locate data on the storage medium and read it.

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a. Duty cycle b. Storage capacity
c. Data transfer rate d. Access time

ANSWER: d
POINTS: 1
REFERENCES: Concepts 32
Data Storage Systems Features
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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47. ____ is the amount of data that a storage device can move from the storage medium to the computer per second.
a. Duty cycle b. Storage capacity
c. Data transfer rate d. Access time

ANSWER: c
POINTS: 1
REFERENCES: Concepts 32
Data Storage Systems Features
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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48. ____ storage stores data as microscopic light and dark spots on the disc surface.
a. Optical b. Laser
c. Magnetic d. Solid-state

ANSWER: a
POINTS: 1
REFERENCES: Concepts 33
Data Storage Systems Features
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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49. ____ storage stores data in a durable, erasable, low-power chip.
a. Optical b. Laser
c. Magnetic d. Solid-state

ANSWER: d
POINTS: 1
REFERENCES: Concepts 33
Data Storage Systems Features
QUESTION TYPE: Multiple Choice

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Concepts Module 2: Computer Hardware

HAS VARIABLES: False
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50. In a CD-R, the R stands for ____ technology.
a. readable b. rewritable
c. recordable d. reversible
ANSWER: c
POINTS: 1
REFERENCES: Concepts 34
Optical Data Storage Systems
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 3/1/2016 12:05 PM

51. A rewritable ____ is a replacement for a hard drive.
a. DVD drive b. CD drive
c. BD drive d. None of the above.
ANSWER: d
POINTS: 1
REFERENCES: Concepts 35
Optical Data Storage Systems
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

52. A digital camera's ____ can store hundreds of images.
a. RAM stick b. BD
c. hard drive d. solid-state memory card
ANSWER: d
POINTS: 1
REFERENCES: Concepts 36
Solid-State Data Storage Systems
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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53. A digital camera uses a(n) ____ card, because each photo its owner takes requires megabytes of storage, and the device has a high storage capacity and access speed.
a. Compact Flash b. Blu-ray
c. MultiMedia d. expansion port

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Concepts Module 2: Computer Hardware

ANSWER: a
POINTS: 1
REFERENCES: Concepts 36-37
Solid-State Data Storage Systems
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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54. A ____ is an electronic circuit.
a. solid-state memory card b. laser lens
c. medium d. chip
ANSWER: d
POINTS: 1
REFERENCES: Concepts 37
Solid-State Data Storage Systems
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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55. Solid-state storage cards require a device called a card ____ to transfer data to or from a computer.
a. drive b. reader
c. folder d. slot
ANSWER: b
POINTS: 1
REFERENCES: Concepts 37
Solid-State Data Storage Systems
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 3/1/2016 12:05 PM

56. An expansion ____ is a long-narrow socket on the motherboard into which you can plug an expansion card.
a. slot b. drive
c. port d. driver
ANSWER: a
POINTS: 1
REFERENCES: Concepts 38
How to Add Devices to Your Computer
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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Concepts Module 2: Computer Hardware

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57. To communicate with an expansion card, one part of the ____ bus runs between RAM and the processor; the other part runs between RAM and various peripheral devices.

a. expansion b. device
c. data d. driver

ANSWER: c
POINTS: 1
REFERENCES: Concepts 38
How to Add Devices to Your Computer
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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58. A high-end graphics card is sometimes called a ____ card.

a. gaming b. video
c. high definition d. flash

ANSWER: b
POINTS: 1
REFERENCES: Concepts 38
How to Add Devices to Your Computer
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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59. With a feature called ____, once you plug a peripheral device into its port, the device is ready to use.

a. Autodetect b. Device Driver
c. Compact Flash d. SecureDigital

ANSWER: a
POINTS: 1
REFERENCES: Concepts 39
How to Add Devices to Your Computer
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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60. ____ is currently the most popular technology for connecting peripherals.

a. Fiber-optic b. FireWire
c. Solid-state d. USB

ANSWER: d
POINTS: 1

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Concepts Module 2: Computer Hardware

REFERENCES: Concepts 39
How to Add Devices to Your Computer
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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61. You use the keys on the navigation keypad to move the _____ on the screen.
ANSWER: cursor
insertion point
POINTS: 1
REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 3/1/2016 12:05 PM

62. A mouse can include a(n) _____ wheel.
ANSWER: scroll
POINTS: 1
REFERENCES: Concepts 24
Input Devices
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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63. If you have data that exists on paper, you can use a(n) _____ to create a digital graphics file and input the data.
ANSWER: scanner
POINTS: 1
REFERENCES: Concepts 25
Input Devices
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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64. A(n) _____ is the smallest unit in a graphic image.
ANSWER: pixel
picture element
picture element (pixel)
pixel (picture element)
POINTS: 1

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Concepts Module 2: Computer Hardware

REFERENCES: Concepts 27
Display Devices
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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65. Laser printers use _____ cartridge refills or replacements instead of ink cartridges.
ANSWER: toner
POINTS: 1
REFERENCES: Concepts 28
Printers
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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66. A(n) _____ printer can print on both sides of the paper.
ANSWER: duplex
POINTS: 1
REFERENCES: Concepts 29
Printers
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
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67. A(n) _____ port is a connector that passes data between a computer and a peripheral device.
ANSWER: expansion
POINTS: 1
REFERENCES: Concepts 38
How to Add Devices to Your Computer
QUESTION TYPE: Completion
HAS VARIABLES: False
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68. Compare two different types of printers discussed in this chapter. How is print quality determined? What qualities are used to determine printer speed?
ANSWER: This chapter introduces students to ink-jet and laser printers. Ink-jet printers are small, light-weight, and inexpensive, but can require expensive ink cartridges. Ink-jet printers use two cartridges: black ink and colored inks. The ink is sprayed using a print head on to paper. Laser printers produce dots of light on a light-sensitive drum. Toner, a fine powder, is used to create the image on the page. Laser printers are good for situations that require high-volume or good-quality output. Toner cartridges are expensive, but produce more printed pages than ink-jet cartridges.

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Print quality is determined by measuring the printer resolution in dpi (dots per inch). Good-quality printers are rated from 2400 to 4800 dpi. The resolution is the density of the grid of dots that create an image.

Printer speed is measured in ppm (pages per minute). Color printouts typically take longer to print than black-and-white printouts. Pages that contain mostly text tend to print more rapidly than pages that contain graphics. Memory capacity is another factor. Because printers print while you are working on other tasks, a printer with more memory allows you to be more efficient with your other tasks.

POINTS: 1
REFERENCES: Concepts 28-29
Printers
QUESTION TYPE: Essay
HAS VARIABLES: False
TOPICS: Critical Thinking
DATE CREATED: 3/1/2016 12:05 PM
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69. Describe each of the following storage technologies: optical, magnetic, and solid-state. How does each work? Give an example of where it is used.

ANSWER: Optical storage stores data as microscopic light and dark spots on the disk surface. Low-power laser light is used to read the data stored on an optical disc. Patterns of light and dark are interpreted as the 1s and 0s that represent data. CDs, DVDs, and BDs use optical storage.

Magnetic storage stores data by magnetizing microscopic particles on the disk surface. The particles retain their magnetic orientation until that orientation is changed. Patterns of magnetized particles are interpreted as the 0s and 1s that represent data. Magnetic storage is used by hard disks and tape.

Solid-state storage stores data in a durable, erasable, low-power chip. It provides faster data access than the other two methods because it has no moving parts. It requires little power, so is good for battery-operated equipment. It is durable and portable. Solid-state storage is used by some hard drives, storage cards, flash drives, and memory sticks.

POINTS: 1
REFERENCES: Concepts 32-33
Data Storage Systems Features
QUESTION TYPE: Essay
HAS VARIABLES: False
TOPICS: Critical Thinking
DATE CREATED: 3/1/2016 12:05 PM
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70. Identify five of the most common built-in expansion ports and explain their purpose.

ANSWER: Most common expansion ports are:
Graphics ports - connect display devices
Firewire ports - connect peripheral devices such as digital cameras and high-speed external data storage devices
Ethernet network ports - connect the computer to a wired network

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eSATA ports - connect high-speed external data storage devices
USB ports - connect peripheral devices such as mice, keyboards, flash drives, external drives, and cameras
HDMI ports - connect high-definition video cables
Audio ports - connect speakers, headset, and/or microphone

POINTS: 1
REFERENCES: Concepts 38
How to Add Devices to Your Computer
QUESTION TYPE: Essay
HAS VARIABLES: False
TOPICS: Critical Thinking
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Identify the correct answer from the list of choices.

a. Device driver
b. Blu-ray/DVD writer
c. Compact Flash
d. USB flash drive
e. Autodetect

REFERENCES: Concepts 35
Concepts 37
Concepts 38
Concepts 39
Optical Data Storage Systems
How to Add Devices to Your Computer
Solid-State Data Storage Systems
QUESTION TYPE: Matching
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:05 PM
DATE MODIFIED: 4/26/2016 1:13 PM

71. Software that sets up communication between your computer and a device or card.
ANSWER: a
POINTS: 1

72. An example of a solid state card.
ANSWER: c
POINTS: 1

73. Another term for plug and play.
ANSWER: e
POINTS: 1

74. The most versatile optical storage device.
ANSWER: b

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Concepts Module 2: Computer Hardware

POINTS: 1

75. Incorporates the memory and reader into one device.
ANSWER: d
POINTS: 1

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Name:_____ Class:_____ Date:_____

Excel 2016 - Module 2: Working with Formulas and Functions

1. An Excel complex formula uses more than one arithmetic operator.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
DATE CREATED: 2/26/2016 8:03 PM
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2. According to the order of precedence for arithmetic operators, operations contained within parentheses are performed last.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
DATE CREATED: 2/26/2016 8:03 PM
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3. With Auto Fill, dragging the fill handle on a cell copies the cell's contents or continues a series of data into adjacent cells.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.019 - Use the fill handle and Auto Fill
DATE CREATED: 2/26/2016 8:03 PM
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4. Using the order of precedence for arithmetic operators, these two formulas will calculate the same result: =22/2*5 =22/(2*5).
   a. True

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b. False

ANSWER: False
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
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5. =D8+E8*0.5 is a complex formula.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
DATE CREATED: 2/26/2016 8:03 PM
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6. Predefined formulas in Excel are called functions and can be accessed using the Insert Function button.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
DATE CREATED: 2/26/2016 8:03 PM
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7. When using the Insert Function button or the AutoSum list arrow, it is necessary to type the equal sign.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 28

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	Insert a Function
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.020 - Use the Insert Function button
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8. The COUNT function in Excel returns the number of all cells in a range that contain any type of data.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Excel 30 Type a Function
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.021 - Select a function by typing
DATE CREATED:	2/26/2016 8:03 PM
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9. Using the Cut command completely removes data from its original location, while the Copy command leaves information in its original location.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Copy and Move Cell Entries Excel 32
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.022 - Copy cell contents
DATE CREATED:	2/26/2016 8:03 PM
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10. An absolute cell reference changes the cell references when the formula is copied to a new location.
   a. True
   b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Excel 34 Understand Relative and Absolute Cell References
QUESTION TYPE:	True / False
HAS VARIABLES:	False

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Excel 2016 - Module 2: Working with Formulas and Functions

LEARNING OBJECTIVES: ENHE.REDI.16.023 - Identify when to use absolute or relative cell references
DATE CREATED: 2/26/2016 8:03 PM
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11. According to the order of precedence, the formula =(25*2)/5 would calculate the result of 10.

_____

ANSWER: True
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
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12. Clicking the Minimize button minimizes the Function Arguments dialog box so you can select cells in a worksheet.

_____

ANSWER: False - Collapse
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
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13. To insert the AVERAGE function into a cell, click the cell, click the Function Options list arrow in the Editing group on the Home tab, and then click Average. _____

ANSWER: False - AutoSum
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.024 - Select a function from the AutoSum list arrow
DATE CREATED: 2/26/2016 8:03 PM
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14. Excel's Formula AutoComplete feature suggests functions depending on the letters typed by the user.

_____

ANSWER: True
POINTS: 1

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Excel 2016 - Module 2: Working with Formulas and Functions

REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.025 - Use AutoComplete to copy formulas
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

15. You can close the Office Clipboard pane by clicking the dialog box launcher in the Clipboard group. _____

ANSWER: True
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard
DATE CREATED: 2/26/2016 8:03 PM
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16. When pasting an item from the Office Clipboard or Clipboard into a worksheet, you only need to specify the lower-right cell of the range where you want to paste the selection. _____

ANSWER: False - upper-left, upper left
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.027 - Paste a Clipboard entry
DATE CREATED: 2/26/2016 8:03 PM
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17. The COUNTA function returns the number of cells in a range that contain numeric data.

ANSWER: False - COUNT
POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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18. A cell reference that does not change when it is copied is called a(n) relative cell reference. _____

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Excel 2016 - Module 2: Working with Formulas and Functions

ANSWER: False - absolute
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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19. In this formula, =(A6*A8)+$D$1, the cell references A6 and A8 are relative cell references.
_____

ANSWER: True
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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20. A(n) mixed reference means that either the column or row reference in the formula is absolute, but not both.
_____

ANSWER: True
POINTS: 1
REFERENCES: Excel 35
Understand Relative and Absolute Cell References
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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21. After you use the fill handle to copy cell contents, the Quick Copy Options button appears, which can be used to fill the cells with only specific elements of the copied cell, if you wish. _____

ANSWER: False - Auto Fill Options
POINTS: 1
REFERENCES: Copy Formulas with Relative Cell References
Excel 36
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.029 - Use the Fill button
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22. In the formula =D1+C1/F3, which calculation will be performed first?

a. C1/F3 b. D1+C1

c. D1/F3 d. D1+F3

ANSWER: a
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
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23. Which of the following is a complex formula?

a. =SUM(B4:B8) b. =(B4/B8)*10

c. =AVERAGE(C6:D6) d. =MIN(D5:D7)

ANSWER: b
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
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24. In the formula =(G15-G14)*$M$3/4, which mathematical operation is performed first?

a. $M$3/4 b. (G15-G14)*$M$3

c. (G15-G14) d. (G15-G14)/4

ANSWER: c
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
DATE CREATED: 2/26/2016 8:03 PM
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25. How can the order of precedence in this formula, =C12+C13*F4, be changed so that cells C12 and C13 are added together as the first operation that occurs?

a. =C12+(C13*F4) b. =(C12+C13)*F4

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c. =$C12+$C13*F4 d. =C12*F4+C13

ANSWER: b
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
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26. All functions begin with the formula prefix ____.
a. @ (at symbol) b. = (equals sign)
c. # (number symbol) d. + (plus sign)

ANSWER: b
POINTS: 1
REFERENCES: Excel 28
Insert a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.030 - Select a range for use in a function
DATE CREATED: 2/26/2016 8:03 PM
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27. In Excel, MAX and AVERAGE are examples of ____.
a. functions b. arguments
c. lists d. buttons

ANSWER: a
POINTS: 1
REFERENCES: Excel 28
Excel 30
Insert a Function
Type a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.020 - Use the Insert Function button
ENHE.REDI.16.021 - Select a function by typing
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28. Functions can be entered for formulas using all of the following methods except ____.
a. the Insert Function dialog box b. the AutoSum button
c. typing the function d. typing the function argument

ANSWER: d

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Excel 2016 - Module 2: Working with Formulas and Functions

POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

29. The COUNTA function is used to count the number of cells in a range that contain which type of data?
    a. numbers b. dates
    c. formulas d. All of the above.

ANSWER: d
POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing
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30. Which method of entering a function requires the user to know the name and initial characters of a function?
    a. manually typing the function b. using the Insert Function button
    c. using the Sum button d. using the Sum list arrow

ANSWER: a
POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.021 - Select a function by typing
DATE CREATED: 2/26/2016 8:03 PM
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31. When cells are copied using Excel's copy function, what happens to the data in the copied cells?
    a. The data is permanently deleted from the copied cells.
    b. The data is temporarily deleted from the copied cells.
    c. The data remains in its original location.
    d. The data is moved to another location and removed from its original location.

ANSWER: c
POINTS: 1
REFERENCES: Copy and Move Cell Entries

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Excel 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard
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32. Once the Office Clipboard reaches its maximum of 24 items, how does it handle new items that are copied or cut?
   a. The user sees a “clipboard full” message.
   b. The clipboard automatically deletes all items and starts over with the new item.
   c. The clipboard prompts the user to delete items.
   d. The clipboard automatically deletes the oldest item on the clipboard.

ANSWER: d
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard
DATE CREATED: 2/26/2016 8:03 PM
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33. When cells or rows are inserted or deleted in an Excel worksheet, how are cell references affected by the insertion or deletion?
   a. Cell references are not affected.
   b. The user must insert new cell references.
   c. The user is prompted to enter new cell references.
   d. Cell references are automatically adjusted.

ANSWER: d
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.031 - Empty cell contents
DATE CREATED: 2/26/2016 8:03 PM
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34. Which tab and group will allow the insertion of rows and columns in a worksheet?
   a. Home tab, Styles group
   b. Page Layout tab, Page Format group
   c. Home tab, Cells group
   d. Page Layout tab, Cells group

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ANSWER: c
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.022 - Copy cell contents
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DATE MODIFIED: 4/3/2016 9:45 AM

35. To insert cells, click the Insert list arrow in the Cells group on the ____ tab, then click Insert Cells.

a. HOME b. CELLS
c. INSERT d. TOOLS

ANSWER: a
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.022 - Copy cell contents
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

36. You can create an absolute cell reference by placing a ____ in front of both the column letter and the row number of the cell address.

a. % b. &
c. $ d. @

ANSWER: c
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

37. Which type of cell reference preserves the exact cell address in a formula?

a. absolute b. mixed
c. relative d. All of the above.

ANSWER: a
POINTS: 1
REFERENCES: Excel 34

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Understand Relative and Absolute Cell References
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
DATE CREATED: 2/26/2016 8:03 PM
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38. An Excel user should use a relative cell reference when it is important to ____.
a. preserve the relationship to the formula location
b. never change the formula
c. preserve the exact cell address in a formula
d. memorize the formula

ANSWER: a
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.023 - Identify when to use absolute or relative cell references
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

39. Which formula contains a mixed cell reference?
a. =(A6+A7)*0.20 b. =($A$6+A7)*0.20
c. =($A$6+$A$7)*0.20 d. =($A6+$A$7)*0.20

ANSWER: d
POINTS: 1
REFERENCES: Excel 35
Understand Relative and Absolute Cell References
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
DATE CREATED: 2/26/2016 8:03 PM
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40. Which function key on the keyboard allows the Excel user to cycle through all possible combinations of relative, mixed, and absolute cell references for a formula?
a. [F1] b. [F4]
c. [F10] d. [F12]

ANSWER: b
POINTS: 1
REFERENCES: Excel 35
Understand Relative and Absolute Cell References

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Excel 2016 - Module 2: Working with Formulas and Functions

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
DATE CREATED: 2/26/2016 8:03 PM
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41. A(n) ____ cell reference tells Excel to substitute new cell references within the copied formulas as necessary.
    a. mixed b. absolute
    c. relative d. parameter
ANSWER: c
POINTS: 1
REFERENCES: Copy Formulas with Relative Cell References
Excel 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.032 - Copy and paste formulas with relative cell references
DATE CREATED: 2/26/2016 8:03 PM
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42. Which of the following is NOT a Paste list arrow option?
    a. pasting values only b. pasting values with number formatting
    c. pasting cell selectors d. pasting formulas only
ANSWER: c
POINTS: 1
REFERENCES: Copy Formulas with Relative Cell References
Excel 37
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.032 - Copy and paste formulas with relative cell references
DATE CREATED: 2/26/2016 8:03 PM
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43. Which keyboard shortcut turns on Edit mode?
    a. [F1] b. [F2]
    c. [F4] d. [F8]
ANSWER: b
POINTS: 1
REFERENCES: Copy Formulas with Absolute Cell References
Excel 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.033 - Create an absolute cell reference
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Excel 2016 - Module 2: Working with Formulas and Functions

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44. To continue a sequence in adjacent cells, such as months of the year, use the ____ feature of Excel.

a. SUM function b. redo

c. fill handle d. copy/paste

ANSWER: c
POINTS: 1
REFERENCES: Copy Formulas with Absolute Cell References
Excel 39
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references
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45. In the formula =ROUND(D4:F4,0), what does the zero indicate?

a. The number of decimal places in the rounded number.

b. The number of times the formula should be repeated.

c. A null value.

d. The value for cell F4.

ANSWER: a
POINTS: 1
REFERENCES: Excel 40
Round a Value with a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
DATE CREATED: 2/26/2016 8:03 PM
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46. Excel templates make creating a professional looking spreadsheet easier by including all of the following EXCEPT ____ in the template.

a. formulas b. formatting

c. labels d. data

ANSWER: d
POINTS: 1
REFERENCES: Excel 41
Round a Value with a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
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Excel 2016 - Module 2: Working with Formulas and Functions

47. Excel templates include which of these common documents?

a. budgets b. balance sheets

c. time cards d. All of the above.

ANSWER: d
POINTS: 1
REFERENCES: Excel 41
Round a Value with a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.036 - Copy an edited formula
DATE CREATED: 2/26/2016 8:03 PM
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48. The file extension .xltx indicates what type of Excel file?

a. Excel template b. Excel workbook

c. Excel worksheet d. Excel formulas only worksheet

ANSWER: a
POINTS: 1
REFERENCES: Excel 41
Round a Value with a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.036 - Copy an edited formula
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

49. The default file extension for an Excel 2016 workbook is ____.

a. .xltx b. .xslx

c. .xlsx d. .xlts

ANSWER: c
POINTS: 1
REFERENCES: Excel 41
Round a Value with a Function
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.036 - Copy an edited formula
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 4/2/2016 10:06 PM

50. The formula =A4+A8*($B$12) is an example of a(n) _____ formula.

ANSWER: complex
POINTS: 1
REFERENCES: Create a Complex Formula

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	Excel 26
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.018 - Create a complex formula by pointing
DATE CREATED:	2/26/2016 8:03 PM
DATE MODIFIED:	2/26/2016 8:03 PM

51. A(n) _____ is a predefined worksheet formula that enables Excel users to easily perform complex calculations.

ANSWER:	function
POINTS:	1
REFERENCES:	Excel 28 Insert a Function
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.020 - Use the Insert Function button
DATE CREATED:	2/26/2016 8:03 PM
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52. The _____ button on the formula bar is one way to easily insert a function into a worksheet cell.

ANSWER:	Insert Function
POINTS:	1
REFERENCES:	Excel 28 Insert a Function
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.020 - Use the Insert Function button
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53. The = sign is also called the _____ and is automatically inserted when a function is selected.

ANSWER:	formula prefix
POINTS:	1
REFERENCES:	Excel 28 Insert a Function
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.020 - Use the Insert Function button
DATE CREATED:	2/26/2016 8:03 PM
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54. Excel's _____ feature suggests functions depending on the first letters typed by the user.

ANSWER:	Formula AutoComplete Formula Auto Complete

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Excel 2016 - Module 2: Working with Formulas and Functions

POINTS: 1
REFERENCES: Excel 30
Type a Function
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.025 - Use AutoComplete to copy formulas
DATE CREATED: 2/26/2016 8:03 PM
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55. The Office Clipboard contains up to 24 of the most recently cut or copied items from any Office application, and the items may be viewed using the _____ feature of Office.
ANSWER: Clipboard task pane
POINTS: 1
REFERENCES: Copy and Move Cell Entries
Excel 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.026 - Copy a range to the Clipboard
DATE CREATED: 2/26/2016 8:03 PM
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56. When copying or moving formulas in an Excel worksheet, the default type of cell reference is _____.
ANSWER: relative
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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57. The $ symbol placed before a row and column address indicates a(n) _____ cell reference.
ANSWER: absolute
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
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Excel 2016 - Module 2: Working with Formulas and Functions

58. To complete the days of the week sequence that begins with the days Monday, Tuesday; the Excel user would select the cells containing Monday and Tuesday and use the _____ to complete the sequence.

ANSWER: fill handle
POINTS: 1
REFERENCES: Copy Formulas with Absolute Cell References
Excel 39
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references
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59. The _____ function specifies the number of decimal places to be used for values and formulas.

ANSWER: ROUND
POINTS: 1
REFERENCES: Excel 40
Round a Value with a Function
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
DATE CREATED: 2/26/2016 8:03 PM
DATE MODIFIED: 2/26/2016 8:03 PM

60. Discuss how the order of precedence works in the formula =25+2/3 and =(25+2)/3. Describe the order of calculations in your answer.

ANSWER: The order of precedence in Excel is that operations in parentheses are calculated first, then exponents, then multiplication and division, then addition and subtraction. Multiplication and division are calculated left to right, as are addition and subtraction. In the formula =25+2/3, 2 is divided by 3 first, then that value is added to 25. In the formula =(25+2)/3, 25 is added to 2 first, because it is in parentheses, then that value is divided by 3. The formulas will have two different results.
POINTS: 1
REFERENCES: Create a Complex Formula
Excel 26
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.018 - Create a complex formula by pointing
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:03 PM
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61. Excel Module 2 demonstrated the use of several functions: AVERAGE, MAX, COUNT, and COUNTA. Explain how the COUNT and COUNTA functions work.

ANSWER: After the Excel user selects a range of cells, the COUNT function returns the number of cells in the range that contains any numeric data such as numbers, dates, and formulas. The

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	COUNTA function returns the number of cells in the range that contains any kind of data, including labels and blank spaces.
POINTS:	1
REFERENCES:	Excel 30 Type a Function
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.021 - Select a function by typing
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:03 PM
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62. Discuss the difference between a relative cell reference and an absolute cell reference. Include the following information in your answer: how the two types of cell addresses are designated, what happens when each type of cell reference is copied, and when it is appropriate to use each type of reference.

ANSWER:	A relative cell reference is used when the relationship to the formula must be preserved; it is the most commonly used type of cell reference in Excel. An absolute cell reference is used when the exact cell reference must be maintained in all formulas referencing the cell address. Absolute cell references do not change even if formulas are copied to other locations. Relative cell addresses change when copied to reflect the appropriate column and row where the formula is being copied. The $ symbol placed before a column letter or row number in a cell address makes that portion of the cell reference absolute. It is appropriate to use an absolute cell reference (or mixed cell reference) when the value of a column, row, or cell address MUST be used in a formula. All other times, relative cell references may be used.
POINTS:	1
REFERENCES:	Excel 34 Excel 38 Understand Relative and Absolute Cell References Copy Formulas with Absolute Cell References
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHE.REDI.16.028 - Identify cell referencing
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:03 PM
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63. Explain the use of the fill handle to fill cells with sequential information.

ANSWER:	Often, you need to fill cells with sequential text: months of the year, days of the week, years, or text plus a number (Quarter 1, Quarter 2,...). For example, you might want to create a worksheet that calculates data for every month of the year. Using the fill handle, you can quickly and easily create labels for the months of the year just by typing “January” in a cell. Drag the fill handle from the cell containing “January” until you have all the monthly labels you need. You can also easily fill cells with a date sequence by dragging the fill handle on a single cell containing a date. You can fill cells with a number sequence (such as 1, 2, 3,…) by dragging the fill handle on a selection of two or more cells that contain the sequence. To create a number sequence using the value in a single cell, press and hold [Ctrl] as you drag the fill handle of the cell. As you drag the fill handle, Excel automatically extends the

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existing sequence into the additional cells. (The content of the last filled cell appears in the ScreenTip.) To examine all the fill series options for the current selection, click the Fill button in the Editing group on the HOME tab, then click Series to open the Series dialog box.

POINTS: 1

REFERENCES: Copy Formulas with Absolute Cell References
Excel 39

QUESTION TYPE: Essay

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 8:03 PM

DATE MODIFIED: 2/26/2016 8:03 PM

64. Discuss the use of an Excel template to create a workbook.

ANSWER: Excel templates are predesigned workbook files intended to save time when you create common documents such as balance sheets, budgets, or time cards. Templates contain labels, values, formulas, and formatting, so all you have to do is customize them with your own information. Excel comes with many templates, and you can also create your own or find additional templates on the Web. Unlike a typical workbook, which has the file extension .xlsx, a template has the extension .xltx. To create a workbook using a template, click the File tab, then click New on the navigation bar. The New pane in Backstage view lists templates available through Office.com. The Blank workbook template is selected by default and is used to create a blank workbook with no content or special formatting. A preview of the selected template appears in a separate window on top of the New pane. To select a template, click one of the selections in the New pane, then click Create. When you click Create, a new workbook is created based on the template; when you save the new file in the default format, it has the regular .xlsx extension. To save a workbook of your own as a template, open the Save As dialog box, click the Save as type list arrow, then change the file type to Excel Template.

POINTS: 1

REFERENCES: Excel 41
Round a Value with a Function

QUESTION TYPE: Essay

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function

TOPICS: Critical Thinking

DATE CREATED: 2/26/2016 8:03 PM

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Critical Thinking Questions
Case 1-1

You have created a simple worksheet like the one in the accompanying figure to help you keep track of your available funds based on your monthly costs for rent, gas, food, and entertainment. You have a monthly income of 2000 that is stored in cell B3. Your rent expense is 450 that is stored in cell B6.

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65. Write a formula using an absolute cell reference that would return a value of 1550 in cell C6.

a. =$B$3-B6
b. =$B$4-B6
c. =B$3-B6
d. =$B$9-B6

ANSWER: A
POINTS: 1
REFERENCES: Excel 34
Understand Relative and Absolute Cell References
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-1-40244
LEARNING OBJECTIVES: ENHE.REDI.16.028 - Identify cell referencing
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:03 PM
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66. In your budget, which function can be used to eliminate the two decimal places in all cells with values that include decimal places?

a. VARY
b. ROUND
c. SIGDIGIT
d. MIN

ANSWER: B
POINTS: 1
REFERENCES: Excel 40
Round a Value with a Function
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-1-40244
LEARNING OBJECTIVES: ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:03 PM
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67. In your budget, there is a formula in cell C7 that you want to copy to cells C8 and C9. What Excel feature would you use to accomplish this?

a. formula painter
b. formula copier
c. fill handle
d. formula index

ANSWER: C
POINTS: 1
REFERENCES: Copy Formulas with Absolute Cell References
Excel 39
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 1-1-40244
LEARNING OBJECTIVES: ENHE.REDI.16.034 - Use the fill handle to copy absolute cell references
TOPICS: Critical Thinking

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Excel 2016 - Module 2: Working with Formulas and Functions

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Identify the letter of the choice that best matches the phrase or definition.
a. drag-and-drop method
b. template
c. COUNT
d. $G$6
e. $G6
f. relative
g. Paste list arrow
h. AVERAGE

REFERENCES:
Copy and Move Cell Entries
Copy Formulas with Relative Cell References
Excel 28
Excel 30
Excel 32
Excel 34
Excel 35
Excel 37
Excel 41
Insert a Function
Round a Value with a Function
Type a Function
Understand Relative and Absolute Cell References

QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES:
ENHE.REDI.16.020 - Use the Insert Function button
ENHE.REDI.16.021 - Select a function by typing
ENHE.REDI.16.026 - Copy a range to the Clipboard
ENHE.REDI.16.028 - Identify cell referencing
ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function
ENHE.REDI.16.037 - Examine Auto Fill and Paste Options
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68. Allows the user to move or copy data from one cell to another without using the Clipboard.
ANSWER: a
POINTS: 1

69. Predesigned workbook files that contain labels, values, formulas, and formatting.
ANSWER: b
POINTS: 1

70. The Excel function that returns the number of cells in a range containing numeric data.
ANSWER: c

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POINTS: 1

71. Absolute cell reference.
ANSWER: d
POINTS: 1

72. Mixed cell reference.
ANSWER: e
POINTS: 1

73. The type of cell reference used to preserve the relationship to the formula location.
ANSWER: f
POINTS: 1

74. The Excel feature used to selectively copy formulas, values, etc. by choosing options such as “paste formulas only.”
ANSWER: g
POINTS: 1

75. A statistical function.
ANSWER: h
POINTS: 1

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Name:_____ Class:_____ Date:_____

Integration - Module 2: Integrating Word, Excel, and Access

1. You can increase efficiency by integrating the information you create in Word, Excel, and Access.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
DATE CREATED: 2/26/2016 7:26 PM
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2. When you link an Access table to an Excel worksheet, you cannot delete any of the columns or rows that contain copied data.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 1:39 PM
DATE MODIFIED: 3/27/2016 1:43 PM

3. You can import data from an Excel spreadsheet into Access.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

4. To add new fields to an Access table from a Word table, click New Field at the top of the blank column in the Access table.
   a. True
   b. False

ANSWER: False

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Integration - Module 2: Integrating Word, Excel, and Access

POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 5:12 PM
DATE MODIFIED: 3/27/2016 5:14 PM

5. The Import Spreadsheet Wizard dialog box displays a preview of the Access table.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 18
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 4:04 PM
DATE MODIFIED: 3/27/2016 4:06 PM

6. Copying a table from Word and pasting it into a new or existing table in Access saves typing time and minimizes errors.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 2:17 PM
DATE MODIFIED: 3/27/2016 2:19 PM

7. You cannot import data into an Access database table from a text file.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access

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8. You cannot append Excel data to an existing table in Access.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.210 - Prepare an Excel table for export to Access
DATE CREATED: 2/26/2016 7:26 PM
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9. Before exporting data from Excel into Access, you need to remove titles, subtitles, charts, and any other extraneous data.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.210 - Prepare an Excel table for export to Access
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10. If you want to import additional records to an existing database, the imported Excel data must contain the same number of fields (columns) in the database.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 4:33 PM
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11. If a column heading has the name Participants in an Excel worksheet, you can change it to Volunteers when you

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import it to an Access table.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 19
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 2:21 PM
DATE MODIFIED: 3/27/2016 2:23 PM

12. After you import data into a table in Access, you cannot delete field names.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 1:46 PM
DATE MODIFIED: 3/27/2016 1:47 PM

13. If you import Excel data into Access without links, any changes you make to the Excel source data will be reflected in the Access table.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.211 - Import an Excel table to Access
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

14. You cannot paste a Word table into a new, blank Access table.

a. True

b. False

ANSWER: False
POINTS: 1

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REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: True / False
HAS VARIABLES: False
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DATE MODIFIED: 3/27/2016 1:50 PM

15. When you add data from one table to an existing table, you need to make sure that the number of records is the same in both tables.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.212 - Copy a Word table to an existing Access table
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

16. If Excel data is linked to an Access source table, you can delete any of the rows.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Integration 24
Link an Access Table to Excel and Word
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 3/27/2016 12:53 PM

17. When you email your files to another user, the links will not work.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: True / False
HAS VARIABLES: False

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Integration - Module 2: Integrating Word, Excel, and Access

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18. When you open files created in different applications, you should open them in the order they were created.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 7:28 PM
DATE MODIFIED: 3/27/2016 7:30 PM

19. You can modify cell formatting of pasted data in Excel that is linked to the Access source table.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Integration 24
Link an Access Table to Excel and Word
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links
DATE CREATED: 2/26/2016 7:26 PM
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20. When you create a link between an Access database and an Excel worksheet, you can perform calculations but you cannot create charts.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Integration 24
Link an Access Table to Excel and Word
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/27/2016 5:35 PM
DATE MODIFIED: 3/27/2016 5:42 PM

21. To update a field in a Word table that is linked to an Access table, right-click the table click Refresh Field.
    a. True
    b. False

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ANSWER: False
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: True / False
HAS VARIABLES: False
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DATE MODIFIED: 3/27/2016 6:47 PM

22. The Paste Special command does not provide formatting options for pasted objects that are not linked.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Integration 25
Link an Access Table to Excel and Word
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links
DATE CREATED: 2/26/2016 7:26 PM
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23. You do not need to close an Access table before you check if linked data has been updated in Excel and Word.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: True / False
HAS VARIABLES: False
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24. When you open files created in different applications, you need to create them on the same computer logged in as the same user.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: True / False

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Integration - Module 2: Integrating Word, Excel, and Access

HAS VARIABLES: False
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DATE MODIFIED: 3/27/2016 2:03 PM

25. You can copy a table created in Word into an Access table. _____

ANSWER: True
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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DATE MODIFIED: 2/26/2016 7:26 PM

26. Be sure to click the Excel button in the Export & Link group when transferring data from Excel into Access. _____

ANSWER: False - Import
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.210 - Prepare an Excel table for export to Access
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

27. You can perform calculations based on the pasted data in Excel that is linked to an Access source table. _____

ANSWER: True
POINTS: 1
REFERENCES: Integration 24
Link an Access Table to Excel and Word
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links
DATE CREATED: 2/26/2016 7:26 PM
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28. When you create a new database, Access automatically creates a blank table called New. _____

ANSWER: False - Table1
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22

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Integration - Module 2: Integrating Word, Excel, and Access

QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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29. If you want to select from a variety of formatting options when pasting an object into Word, you should use the Paste Format command. _____

ANSWER: False - Special
POINTS: 1
REFERENCES: Integration 25
Link an Access Table to Excel and Word
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

30. You cannot copy an Access table and paste it directly into Word as a link. _____

ANSWER: False - can
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.214 - Create a link between data in Access and Word
DATE CREATED: 2/26/2016 7:26 PM
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31. In Microsoft Office 2016, the program that is used to make calculations with data is ____.

a. Word b. Excel
c. Access d. PowerPoint

ANSWER: b
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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32. To create a new desktop database in Access, click the _____ button.

a. Blank desktop database b. Blank database
c. New desktop database d. New database

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ANSWER: a
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 3/27/2016 2:26 PM

33. To import data into an Access database, click the _____ tab.

a. Import File b. Import Data
c. External Data d. New Data

ANSWER: c
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/27/2016 3:59 PM
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34. By integrating information created in Word, Excel, and Access, the information ____.

a. persists indefinitely b. is guaranteed to be secure
c. is guaranteed to be accurate d. works together

ANSWER: d
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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35. You can enter data into an Access ____.

a. workbook b. database
c. spreadsheet d. attachment

ANSWER: b
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Integration - Module 2: Integrating Word, Excel, and Access

LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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36. You use the ____ command in Access to import data from an outside source.

a. New b. Open
c. Get External Data d. Export

ANSWER: c
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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37. You can import data into Access from ____.

a. another Access database b. a JPG file
c. a GIF file d. a BMP file

ANSWER: a
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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38. During the process of importing data from Excel into Access, you can change the field names and even ____ of selected fields.

a. values b. locations
c. source code d. data types

ANSWER: d
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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39. To import an Excel worksheet into Access, click the External Data tab and then click the Excel button in the _____ group.

a. Paste b. Export
c. Files d. Import & Link

ANSWER: d
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/27/2016 4:13 PM
DATE MODIFIED: 3/27/2016 4:15 PM

40. You link an Access table to Excel and then to Word when you want the data in all three applications to always remain ____.

a. current b. static
c. secure d. encrypted

ANSWER: a
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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41. To copy a table in Word, click the table select button, and then click the Copy button in the _____ group.

a. Table Copy b. Clipboard
c. Advanced d. Copy & Paste

ANSWER: b
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/27/2016 4:25 PM
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42. Excel contains ____ tools not available in Access.

a. data storage b. copy
c. calculation d. pasting

ANSWER: c
POINTS: 1

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Integration - Module 2: Integrating Word, Excel, and Access

REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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43. To add borders to a range in Excel, select the range and click the Borders list arrow in the _____ group.

a. Styles b. Formatting
c. Editing d. Font

ANSWER: d
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/27/2016 6:52 PM
DATE MODIFIED: 3/27/2016 6:55 PM

44. If an Access table is the ____ of the data in a table in Word, whenever you change the data in the Access table, the linked data in Word also changes.

a. destination b. image
c. source d. copy

ANSWER: c
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
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45. You can minimize typing time by ____ Excel data directly into a table in an Access database.

a. importing b. exporting
c. compressing d. encrypting

ANSWER: a
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Integration - Module 2: Integrating Word, Excel, and Access

LEARNING OBJECTIVES: BESK.OFIN.16.210 - Prepare an Excel table for export to Access
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46. You can choose to import Excel data directly into a new table or you can ____ the data to an existing table.

a. extract b. overwrite
c. append d. join

ANSWER: c
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.210 - Prepare an Excel table for export to Access
DATE CREATED: 2/26/2016 7:26 PM
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47. A workbook that you plan to export from Excel into Access should only contain the ____ that you want to appear in the Access table.

a. titles b. data
c. subtitles d. charts

ANSWER: b
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.210 - Prepare an Excel table for export to Access
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48. After importing Excel data into Access, the column headings in the Excel spreadsheet become ____ in the Access table.

a. data cells b. row ids
c. record pointers d. field names

ANSWER: d
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.215 - Rename imported field names
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Access Complete Test Bank for Illustrated Computer Concepts and Microsoft Office 365 and Office 2016 1st Parsons

Integration - Module 2: Integrating Word, Excel, and Access

DATE MODIFIED: 2/26/2016 7:26 PM

49. In the Get External Data - Excel Spreadsheet dialog box, the Browse button ____.

a. closes the window b. opens a dialog box

c. opens the specified file d. appends a record

ANSWER: b
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.211 - Import an Excel table to Access
DATE CREATED: 2/26/2016 7:26 PM
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50. If you enter the formula =C2*D2 into a cell, you are performing a(n) _____ calculation.

a. addition b. subtraction

c. multiplication d. division

ANSWER: c
POINTS: 1
REFERENCES: Integration 24
Link an Access Table to Excel and Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/27/2016 7:20 PM
DATE MODIFIED: 3/27/2016 7:23 PM

51. In Word, you can click the ____ button to select the contents of an entire table.

a. Tables and Borders b. Insert Table

c. Insert Hyperlink d. table select

ANSWER: d
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.212 - Copy a Word table to an existing Access table
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

52. When you open a linked Excel file, click _____ if prompted and click Update in response to the message.

a. Enable Content b. Activate

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c. Manage Link d. Refresh

ANSWER: a
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/27/2016 6:48 PM
DATE MODIFIED: 3/27/2016 6:51 PM

53. If you are adding ten Word records to an existing Access table, you should ensure that the Access table has ____.

a. at least one record b. the same number of records
c. more than ten records d. less than ten records

ANSWER: b
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.212 - Copy a Word table to an existing Access table
DATE CREATED: 2/26/2016 7:26 PM
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54. After pasting data into Excel that is linked to an Access source table, you can ____.

a. delete rows
b. modify cell formatting
c. delete columns
d. modify the Access source table from Excel

ANSWER: b
POINTS: 1
REFERENCES: Integration 24
Link an Access Table to Excel and Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

55. When the Paste Special dialog box is open in Word, select the ____ option to paste text as formatted text.

a. Formatted Text (RTF) b. Unformatted Text
c. Plain Text d. Unformatted Unicode Text

ANSWER: a
POINTS: 1

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Integration - Module 2: Integrating Word, Excel, and Access

REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.214 - Create a link between data in Access and Word
DATE CREATED: 2/26/2016 7:26 PM
DATE MODIFIED: 2/26/2016 7:26 PM

56. To create a new database, click the _____ desktop database button.
ANSWER: Blank
blank
POINTS: 1
REFERENCES: Import an Excel Worksheet into Access
Integration 20
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/27/2016 7:06 PM
DATE MODIFIED: 3/27/2016 7:10 PM

57. You can copy an existing table from Word and paste it into a new Access _____.
ANSWER: table
database table
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
DATE CREATED: 2/26/2016 7:26 PM
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58. If you want to paste a Word table into an Access table that already contains records, you need to make sure that the Word table contains the same number of _____ as the Access table.
ANSWER: records
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.212 - Copy a Word table to an existing Access table
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59. In Excel, to adjust the column widths to Autofit, select the data, click the _____ button in the Cells

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group, then click AutoFit Column Width.

ANSWER: Format
format

POINTS: 1

REFERENCES: Integration 24
Link an Access Table to Excel and Word

QUESTION TYPE: Completion

HAS VARIABLES: False

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60. To apply the accounting format to a range of selected cells, click the Accounting Number Format button in the _____ group.

ANSWER: Number
number

POINTS: 1

REFERENCES: Integration 24
Link an Access Table to Excel and Word

QUESTION TYPE: Completion

HAS VARIABLES: False

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61. If you want to import additional records to an existing database, make sure that the imported Excel data contains the same number of _____ as the database.

ANSWER: fields
columns

POINTS: 1

REFERENCES: Copy a Word Table to Access
Integration 22

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.212 - Copy a Word table to an existing Access table

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62. With the exception of a(n) _____, the Paste command allows you to paste an object without creating a link.

ANSWER: chart

POINTS: 1

REFERENCES: Integration 25
Link an Access Table to Excel and Word

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links

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Integration - Module 2: Integrating Word, Excel, and Access

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63. After pasting a table into Word as a link, you can modify the _____ of the pasted table so that the table is attractive and communicates the data clearly.
ANSWER: formatting
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.214 - Create a link between data in Access and Word
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64. Explain how to import an Excel worksheet into Access.
ANSWER: You can enter data directly into an Access database table, or you can import data from other sources such as an Excel workbook, another Access database, or even a text file. You use the Get External Data command in Access to import data from an outside source. Data entered in an Excel file appears when imported into a new table in an Access database. During the import process, you can change the field names and the data types of selected fields.
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
TOPICS: Critical Thinking
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65. Describe how to link an Access table to Excel and then to Word.
ANSWER: You link an Access table to Excel and then to Word when you want the data in all three applications to always remain current. First, you use the Copy and Paste Special commands to copy an Access table and paste it into Excel as a link. You can then make calculations using Excel tools that are not available in Access. Any changes you make to the data in Access are also reflected in the linked Excel copy. However, you cannot change the structure of the linked Access table in Excel. For example, you cannot delete any of the columns or rows that contain copied data. The data used in the Excel calculations is linked to the source file in Access. When the data in Access is changed, the results of the formulas in Excel also change. Once you have made calculations based on the data in Excel, you can then copy the data from Excel and paste it as a link into Word. When you change the data in Access, the data in both the Excel and the Word files also changes.
POINTS: 1
REFERENCES: Integrate Data Among Word, Excel, and Access
Integration 18

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Integration - Module 2: Integrating Word, Excel, and Access

QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
TOPICS: Critical Thinking
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66. Explain the options you have for copying a Word table into Access.
ANSWER: When you have entered data into a Word table and then want to make it part of a database, you can copy the table from Word and paste it into Access. The source Word table and the destination Access table are not linked, so any changes you make to one table do not affect the other table. If you want to paste a Word table into an Access table that already contains records, you need to make sure that the Word table contains the same number of records as the Access table. You can also paste a Word table into a new, blank Access table.
POINTS: 1
REFERENCES: Copy a Word Table to Access
Integration 22
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.212 - Copy a Word table to an existing Access table
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:26 PM
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67. Explain how to link an Access table to Excel and Word.
ANSWER: You can link data among three programs to increase efficiency and to reduce the need to enter the same data more than once. You can use the Copy and Paste Special commands to create a link between an Access database object and an Excel destination file where you can perform calculations and create charts. You can then copy the Excel data, calculations, and charts to a Word document. When you change the data in the source Access database, the linked data in both Excel and Word update to reflect the new information.
POINTS: 1
REFERENCES: Link an Access Table to Excel and Word
Integration 24
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.213 - Use Copy and Paste Special to create links
TOPICS: Critical Thinking
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68. Explain how to open linked files and enable the content.
ANSWER: When you open files created in different applications, you need to create them on the same computer logged in as the same user. Open them in the order in which they were created. For example, if you want to change the Word report and need to maintain links, open the Access

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database first, followed by the Excel workbook. When you open a linked Excel file, click Enable Content if prompted, click Update in response to the message, then, if prompted, click Yes. The exact order of these steps varies depending on how often you have opened the files. In Word, click Yes in response to the message. If all the files were created on the same computer by the same user, the links will all update. When you email your files to another user, such as your instructor, the links will not work. However, the new user may view the files. After opening the workbook in Excel, they click No, close the workbook without saving it, then reopen the workbook and click Don't Update. In Word, they click No to update links.

POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.214 - Create a link between data in Access and Word
TOPICS: Critical Thinking
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69. Mary Lou Jacobs has asked you to test the quality of links from an Access table to an Excel spreadsheet and a Word document. The Experiences table in the Word document is linked to a table in Excel, which in turn is linked to a source Access table. The Leaders table is directly linked to a source Access table. After changing the Price field for the first record (Coastal Marine Conservation) of the source Access Experiences table to 5500, how do you verify that the experiences Revenue changes to $66,000.00 in Excel and Word?

ANSWER: Switch to Excel, verify that the total revenue from the Coastal Marine Conservation experience is now $66,000.00, and then save the workbook.
Switch to Word, right-click the Experiences table, click Update Link, and then verify that the Coastal Marine Conservation experience revenue is now $66,000 as shown in the completed report.
POINTS: 1
REFERENCES: Link an Access table to Word
Integration 26
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.214 - Create a link between data in Access and Word
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:26 PM
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70. After changing the last name in record 1 of the source Access Leaders table to Chow, how do you verify that Last Name changes to Chow in Word?

ANSWER: Right-click the Leaders table, and then click Update Field.
Select the Leaders table, and then double-click any column divider.
POINTS: 1
REFERENCES: Integration 26
Link an Access Table to Word
QUESTION TYPE: Subjective Short Answer

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Integration - Module 2: Integrating Word, Excel, and Access

HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.214 - Create a link between data in Access and Word
TOPICS: Critical Thinking
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DATE MODIFIED: 3/27/2016 5:59 PM

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

a. chart
b. Formatted Text (RTF)
c. Copy and Paste Special commands
d. Import Spreadsheet Wizard
e. Update

REFERENCES: Import an Excel Worksheet into Access
Integrate Data Among Word, Excel, and Access
Integration 18
Integration 20
Integration 25
Integration 26
Link an Access Table to Excel and Word
Link an Access Table to Word

QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.209 - Identify integration options for Word, Excel, and Access
BESK.OFIN.16.210 - Prepare an Excel table for export to Access
BESK.OFIN.16.214 - Create a link between data in Access and Word
BESK.OFIN.16.217 - Update linked data
DATE CREATED: 2/26/2016 7:26 PM
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71. Used to copy an Access table and paste it into Excel as a link.
ANSWER: c
POINTS: 1

72. A tool that enables you to transfer Excel data into an Access table.
ANSWER: d
POINTS: 1

73. Automatically links to an Excel source file after being pasted into Word.
ANSWER: a
POINTS: 1

74. Option that appears in the Paste Special dialog box.
ANSWER: b
POINTS: 1

75. Command used to update data in Excel that is linked to an Access source file.

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Integration - Module 2: Integrating Word, Excel, and Access

ANSWER: e
POINTS: 1

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Name:_____ Class:_____ Date:_____

Outlook 2016 - Module 2: Managing Information Using Outlook

1. ____ is the default starting module for Outlook.

a. Mail b. People

c. Calendar d. Tasks

ANSWER: a
POINTS: 1
REFERENCES: Describe Outlook
Outlook 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
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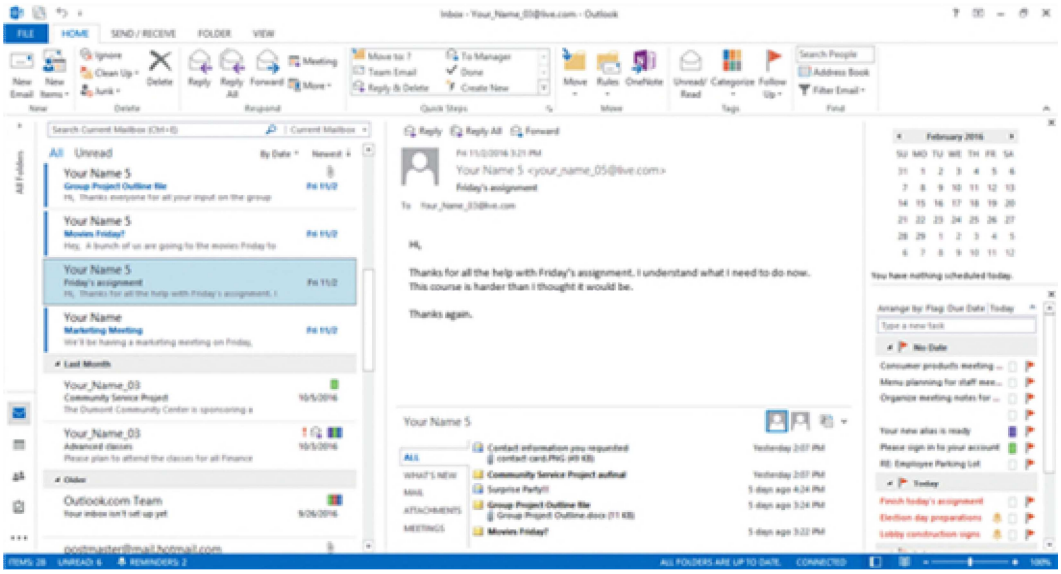

2. In the accompanying figure, you use the ____ by clicking the Calendar, People, or Tasks buttons to switch between modules.

a. Modules Manager b. Navigation Pane

c. status bar d. switch bar

ANSWER: b
POINTS: 1
REFERENCES: Describe Outlook
Outlook 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: B1-15720
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
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3. In the accompanying figure, when Mail is active the ____ includes the number of messages in the Inbox, the mail

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server connection status, and zoom percentage of the window.

a. Navigation Pane b. Mail Manager

c. status bar d. switch bar

ANSWER: c

POINTS: 1

REFERENCES: Describe Outlook
Outlook 27

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: B1-15720

LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules

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4. In the accompanying figure, the ____ includes the Date Navigator and tasks.

a. Navigation Pane b. status bar

c. Task Manager d. To-Do bar

ANSWER: d

POINTS: 1

REFERENCES: Describe Outlook
Outlook 27

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: B1-15720

LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules

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5. The People Pane shows social media information available for any people who were included in the header of a message in the ____ Pane.

a. Reading b. View

c. Display d. Message

ANSWER: a

POINTS: 1

REFERENCES: Describe Outlook
Outlook 26

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules

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6. Which of the following is NOT a module in Outlook?

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a. Tasks b. Contacts
c. Calendar d. Mail

ANSWER: b
POINTS: 1
REFERENCES: Describe Outlook
Outlook 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
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7. To ensure you receive email from a particular sender, you can add the person's email address to the ____ list.
a. Inbox b. Contacts
c. Distribution d. Safe Senders

ANSWER: d
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.270 - Sort, group, and organize email
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8. If you receive unwanted email, you can assign the sender to the ____ list.
a. Junk email b. Spam email
c. Blocked Senders d. Trash

ANSWER: c
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.270 - Sort, group, and organize email
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9. By default, Outlook groups the mail by date and sorts the email in ____.
a. ascending order by sender's last name b. descending order by sender's last name
c. ascending order by date received d. descending order by date received

ANSWER: d
POINTS: 1

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Outlook 2016 - Module 2: Managing Information Using Outlook

REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.270 - Sort, group, and organize email
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10. If you show messages as ____, all emails that discuss a common subject or thread will be grouped together.
a. conversations b. clusters
c. aggregates d. nodes
ANSWER: a
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.270 - Sort, group, and organize email
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11. Message ____ allows you to navigate through a group of messages, seeing all replies and forwards from all recipients about a particular topic.
a. clustering b. threading
c. surfing d. navigation
ANSWER: b
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.270 - Sort, group, and organize email
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12. Rules help you ____ your email messages based on specific criteria.
a. sort b. source
c. filter d. cluster
ANSWER: c
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Multiple Choice

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Outlook 2016 - Module 2: Managing Information Using Outlook

HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.270 - Sort, group, and organize email
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13. The ____ module in Microsoft Outlook lets you manage all your business and personal contact information.
a. Contacts b. Folks
c. Who d. People
ANSWER: d
POINTS: 1
REFERENCES: Manage Your Contacts
Outlook 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.271 - Explain how fields are used to define contacts
DATE CREATED: 2/26/2016 7:35 PM
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14. Once you create a contact, you can quickly ____.
a. address letters b. make a call
c. locate a phone number d. All of the above.
ANSWER: d
POINTS: 1
REFERENCES: Manage Your Contacts
Outlook 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.272 - Enter data to create a new contact
DATE CREATED: 2/26/2016 7:35 PM
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15. A(n) ____ is an area that stores one piece of information.
a. field b. record
c. index d. table
ANSWER: a
POINTS: 1
REFERENCES: Manage Your Contacts
Outlook 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.271 - Explain how fields are used to define contacts
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16. Outlook defines a(n) ____ as an activity that does not involve inviting other people or scheduling resources.

a. appointment b. event
c. meeting d. date

ANSWER: a
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
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17. A(n) ____ is an activity that lasts 24 hours or longer.

a. appointment b. event
c. meeting d. birthday

ANSWER: b
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

18. A(n) ____ is an activity to which you invite people.

a. appointment b. event
c. meeting d. birthday

ANSWER: c
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
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19. The calendar can be viewed by all of the following EXCEPT ____.

a. day b. week
c. work week d. year

ANSWER: d

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POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

20. If you place the pointer on any activity, the ____ feature opens to show details, including reminder notices.
a. Sneak b. Preview
c. Peek d. Glimpse

ANSWER: c
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

21. If a meeting is to happen monthly, you set a(n) ____ pattern.
a. object b. month-by-month
c. recurrence d. occurrence

ANSWER: c
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.274 - Create a recurring appointment
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

22. If you send a contact card as a business card, you send it as a(n) ____ electronic file to someone via email.
a. .out b. .crd
c. .bus d. .vcf

ANSWER: d
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 33
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.274 - Create a recurring appointment
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

23. When you have something you need to do, you can enter it in the ____ module.
    a. Tasks b. List
    c. To-Do d. Journal
ANSWER: a
POINTS: 1
REFERENCES: Manage Tasks
Outlook 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.275 - Explain the features of the Tasks module
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

24. If you ____ an email message, it appears as a task in your task list to remind you to follow up.
    a. sync b. flag
    c. check d. appoint
ANSWER: b
POINTS: 1
REFERENCES: Manage Tasks
Outlook 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.275 - Explain the features of the Tasks module
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

25. You can sort and group tasks by all of the following EXCEPT ____.
    a. Category b. Start Date
    c. Author d. Importance
ANSWER: c
POINTS: 1
REFERENCES: Manage Tasks
Outlook 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.276 - Create a new task and set the Date, Priority, and Reminder fields
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

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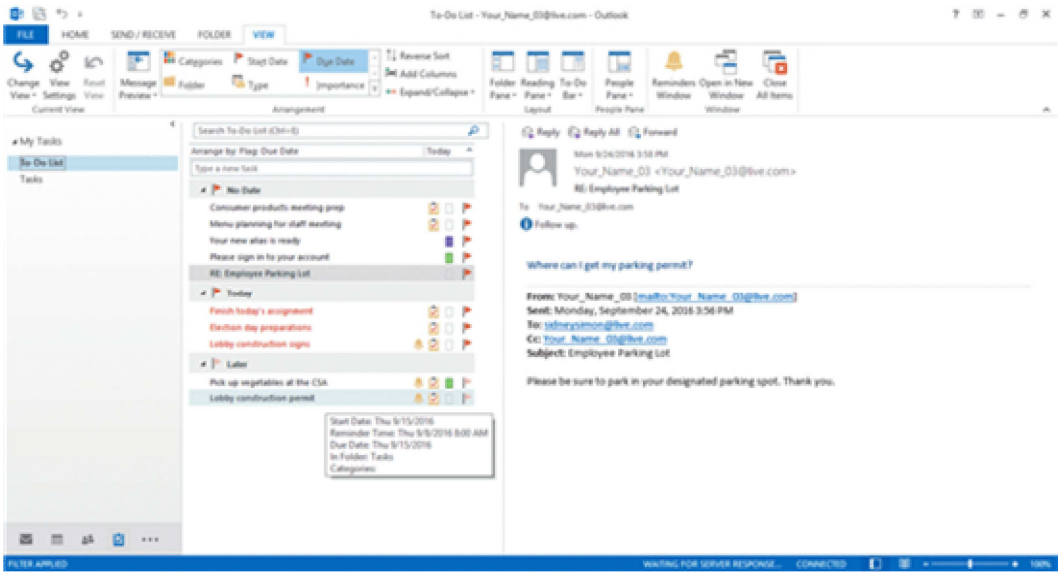
Outlook 2016 - Module 2: Managing Information Using Outlook



26. In the accompanying figure, according to the ____for the task in question, the Start Date is 9/15/2016.

a. Sneak b. Glimpse

c. Preview d. Peek

ANSWER: d
POINTS: 1
REFERENCES: Manage Tasks
Outlook 35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: B12-19442
LEARNING OBJECTIVES: BESK.OFIN.16.275 - Explain the features of the Tasks module
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

27. In Outlook, a message that is marked as high priority will have a(n) ____ icon.

a. angry emoticon b. exclamation point

c. flag d. check mark

ANSWER: b
POINTS: 1
REFERENCES: Manage Tasks
Outlook 35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.276 - Create a new task and set the Date, Priority, and Reminder fields
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

28. ____ in Microsoft Outlook is the electronic version of sticky notes or Post-Its.

a. Mail b. Notes

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c. Tasks d. Calendar

ANSWER: b
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.277 - Create a new note in Outlook
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

29. To turn a note into an appointment or meeting, you drag the note from the Notes window to the ____ button on the Navigation Pane.

a. Calendar b. Mail
c. Tasks d. Meeting

ANSWER: a
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.278 - Create an event from a note
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

30. You can assign all of the following to notes EXCEPT ____.

a. categories b. concepts
c. colors d. contacts

ANSWER: b
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.277 - Create a new note in Outlook
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

31. If a note is covering an area of the window you want to view, click the ____ of the note and drag it to a new location.

a. menu bar b. status bar
c. title bar d. quick bar

ANSWER: c
POINTS: 1

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REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.277 - Create a new note in Outlook
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

32. To quickly copy a note, drag the note while you press ____.
a. [Alt] b. [F4]
c. [Esc] d. [Ctrl]

ANSWER: d
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.278 - Create an event from a note
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

33. Outlook ____ shows your Calendar, Tasks, and Messages for the day.
a. Review b. This Week
c. This Month d. Today

ANSWER: d
POINTS: 1
REFERENCES: Create Notes
Outlook 37
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.278 - Create an event from a note
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

34. The ____ Pane works as a hub for your social media.
a. People b. Facebook
c. Social d. Socializing

ANSWER: a
POINTS: 1
REFERENCES: Connect Mail to Contacts
Outlook 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Outlook 2016 - Module 2: Managing Information Using Outlook

LEARNING OBJECTIVES: BESK.OFIN.16.279 - Describe how to link Outlook to social networks
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

35. Options for updating the social network information in Outlook include ____.
    a. you can be prompted before updating
    b. you can never update the information
    c. you can have the updates appear in your Outlook without prompting
    d. All of the above.

ANSWER: d
POINTS: 1
REFERENCES: Connect Mail to Contacts
Outlook 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.279 - Describe how to link Outlook to social networks
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

36. Outlook comes with predefined color categories, which include all of the following EXCEPT ____.
    a. Black b. Red
    c. Purple d. Yellow

ANSWER: a
POINTS: 1
REFERENCES: Apply Categories
Outlook 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.280 - Sort using color categories
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

37. Which of the following is NOT an option when sending invitations for a meeting in Outlook?
    a. Accept b. Reject
    c. Request d. Delete

ANSWER: d
POINTS: 1
REFERENCES: Apply Categories
Outlook 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.281 - Assign a color category to an event
DATE CREATED: 2/26/2016 7:35 PM

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Outlook 2016 - Module 2: Managing Information Using Outlook

DATE MODIFIED: 2/26/2016 7:35 PM

38. When a meeting request arrives in the invitee's Inbox, which of the following buttons will NOT appear directly in the email message?

a. Request a change b. Reject
c. Accept d. Invite more guests

ANSWER: d
POINTS: 1
REFERENCES: Apply Categories
Outlook 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.281 - Assign a color category to an event
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

39. Dates with appointments or events appear in italics in the Date Navigator. _____

ANSWER: False - bold
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

40. In all calendar views, you can click the Time Scale button in the Arrangement group on the VIEW tab to change the level of detail of the days shown. _____

ANSWER: True
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

41. Tasks cannot have reminders. _____

ANSWER: False - can
POINTS: 1
REFERENCES: Manage Tasks
Outlook 34

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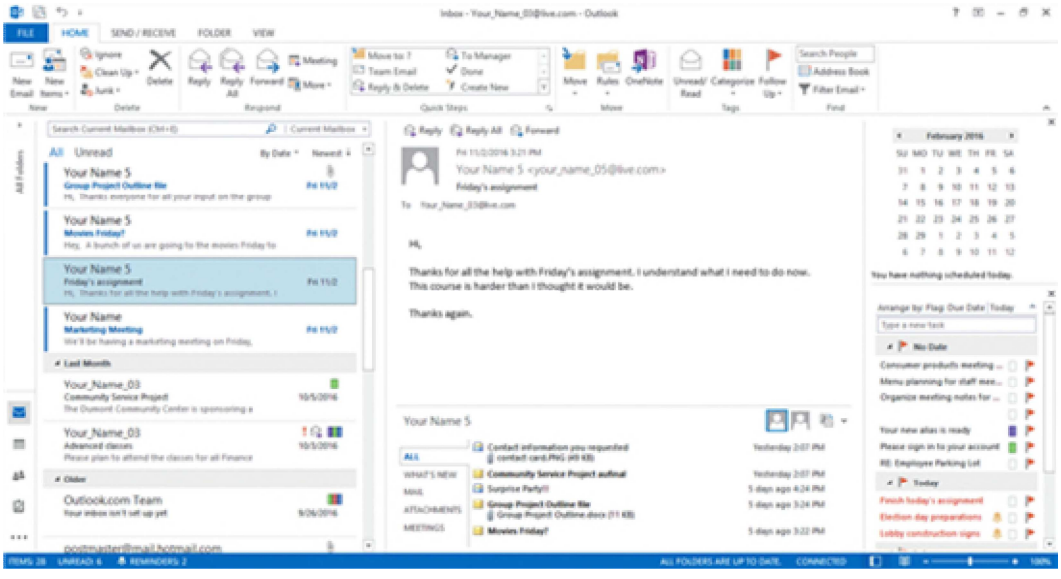
Name:_____ Class:_____ Date:_____

Outlook 2016 - Module 2: Managing Information Using Outlook

QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.275 - Explain the features of the Tasks module
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

42. The icon in the lower-right corner of a note opens a menu. _____
ANSWER: False - upper-left
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.277 - Create a new note in Outlook
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

43. If you share calendars through a network, you can click the All Calendars button in the Manage Calendars group on the HOME tab, click Open Shared Calendar to view the calendars of your colleagues. _____
ANSWER: False - Open Calendar
POINTS: 1
REFERENCES: Apply Categories
Outlook 41
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.281 - Assign a color category to an event
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM



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44. In the accompanying figure, the Date Navigator gives you an overview of the month.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Describe Outlook
Outlook 27
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: B1-15720
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

45. You can customize the Navigation Pane to your personal preferences.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Describe Outlook
Outlook 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.282 - Create customized views
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

46. Any birthday or anniversary dates entered in a contact card will appear on the Calendar as a recurring event.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Manage Your Contacts
Outlook 30
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.272 - Enter data to create a new contact
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

47. The Calendar module defines an event as an activity that does not involve inviting other people or scheduling resources.
    a. True

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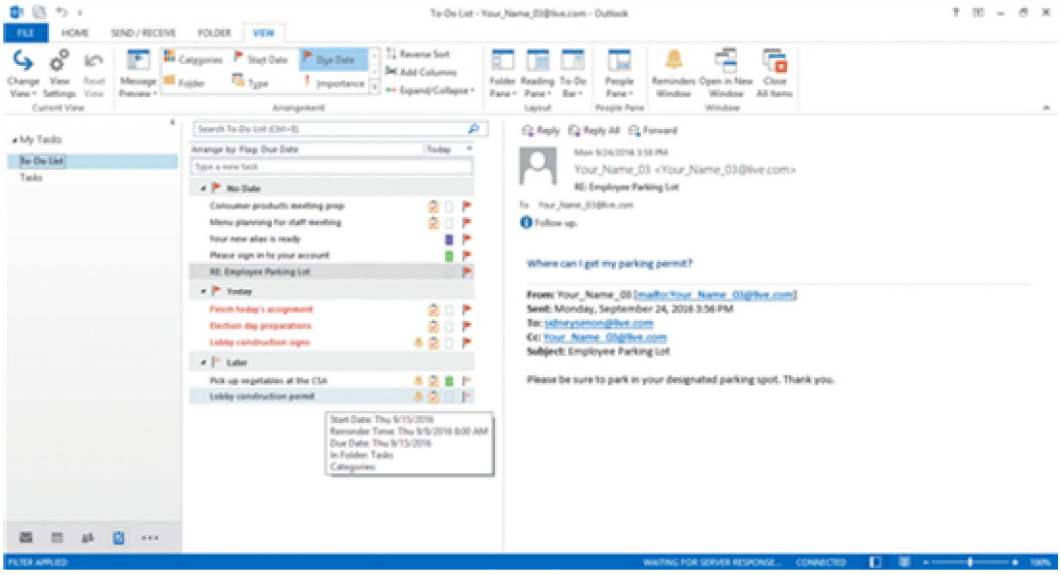
b. False

ANSWER: False
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

48. You can set up recurring activities by specifying the recurrence parameters.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.274 - Create a recurring appointment
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM



49. In the accompanying figure, the tasks are arranged by Category.
a. True
b. False

ANSWER: False

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POINTS: 1
REFERENCES: Manage Tasks
Outlook 35
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: B12-19442
LEARNING OBJECTIVES: BESK.OFIN.16.275 - Explain the features of the Tasks module
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

50. When you create a note in Outlook, you can forward it to share an idea with someone.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.277 - Create a new note in Outlook
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

51. You can drag a note to the Tasks button in the Navigation Pane to create a task based on the note.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.278 - Create an event from a note
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

52. The social network sites listed in the Social Network Accounts dialog box are unlikely to change over time.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Connect Mail to Contacts
Outlook 38

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Outlook 2016 - Module 2: Managing Information Using Outlook

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.279 - Describe how to link Outlook to social networks
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

53. When you set up social connections, each generic icon in the contacts list and the People Pane will be replaced with the profile picture that the contact has set is his or her social network profile.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Connect Mail to Contacts
Outlook 38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.279 - Describe how to link Outlook to social networks
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

54. The first time you start Outlook, you will be prompted to set up a personal _____ that identifies you as a user.

ANSWER: account
POINTS: 1
REFERENCES: Describe Outlook
Outlook 26
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

55. _____ are shortcuts that help you complete basic Outlook tasks with one click.

ANSWER: Quick Steps
POINTS: 1
REFERENCES: Describe Outlook
Outlook 26
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

56. A(n) _____ is an action you can create to have Outlook automatically handle messages in a certain

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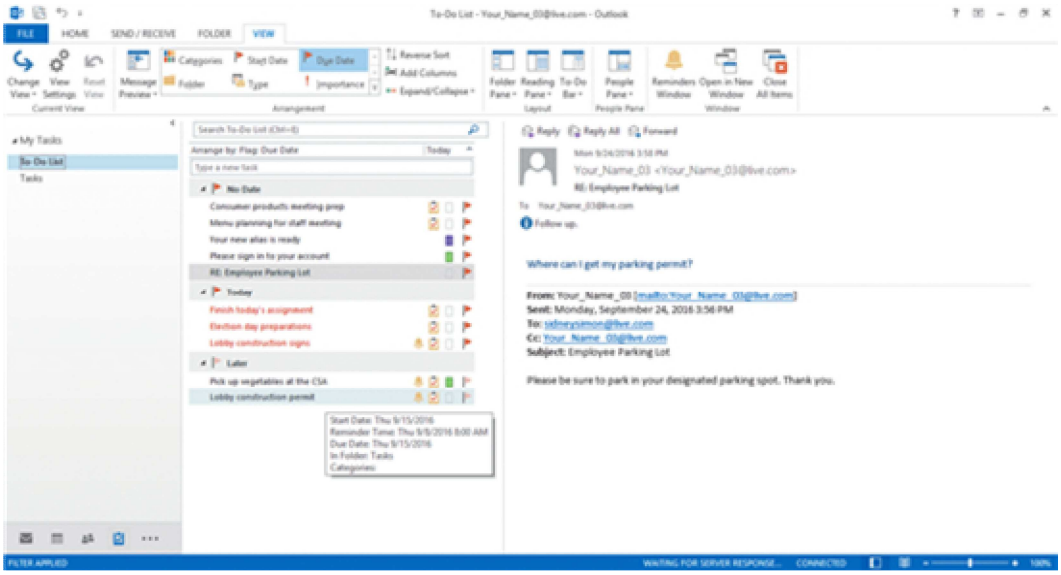
way.

ANSWER: rule
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.270 - Sort, group, and organize email
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM



57. In the accompanying figure, task _____ give information about each task .

ANSWER: icons
POINTS: 1
REFERENCES: Manage Tasks
Outlook 35
QUESTION TYPE: Completion
HAS VARIABLES: False
PREFACE NAME: B12-19442
LEARNING OBJECTIVES: BESK.OFIN.16.275 - Explain the features of the Tasks module
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

58. A(n) _____ in Outlook is a convenient way to quickly jot down a reminder or an idea.

ANSWER: note
POINTS: 1
REFERENCES: Create Notes
Outlook 36
QUESTION TYPE: Completion

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Outlook 2016 - Module 2: Managing Information Using Outlook

HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.277 - Create a new note in Outlook
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

59. You use _____ in Outlook to tag items so you can track and organize them by specific criteria.
ANSWER: categories
POINTS: 1
REFERENCES: Apply Categories
Outlook 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.283 - Explain how you can use categories
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

60. Discuss the availability of the weather in Calendar view. How do you customize weather options?
ANSWER: When you display the Calendar module, weather information for the next 3 days is displayed above the calendar. The weather location is the default city for the account in which Outlook was installed. This city name appears to the left of the weather information. To change the weather location displayed, click the arrow next to the city name in Calendar view, then click Add Location from the menu. You can type a city name, country, or zip code, and then select from the suggested list. To customize the Weather options, click the FILE tab, click Options, click Calendar, scroll down to Weather, click the Show weather on the calendar check box to turn the feature on or off, then click the Show temperature in: Celsius or Fahrenheit option button. Weather settings are saved for each user profile, and you must be connected to the Internet for this feature to work.
POINTS: 1
REFERENCES: Describe Outlook
Outlook 27
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

61. Explain how to customize Outlook Today.
ANSWER: Outlook Today is an Outlook feature that lets you view your Calendar, Tasks, and Messages for the day. To open Outlook Today, click in the Navigation Pane, click the Shortcuts button on the menu, then click Outlook Today in the left navigation pane. Outlook Today is divided into three panes: Calendar, Tasks, and Messages. The Calendar pane shows your appointments. The Tasks pane shows your tasks, which you can sort in Outlook Today by Importance, Due Date, Creation Time, or Start Date and in ascending or descending order. If you use Outlook for email, the Messages pane displays how many messages are in your Inbox, Drafts, and Outbox folders.

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To customize Outlook Today, click the Customize Outlook Today link to the right of the date in Outlook Today, and set the options to fit your personal style and work habits. In the Customize Outlook Today pane, you can decide to go directly to Outlook Today when Outlook opens if it does not open automatically, and pick a different visual appearance for Outlook Today from an available list, among other options. When you are finished customizing your settings, be sure to click the Save Changes link in the upper-right corner of the Customize Outlook Today pane to save any changes you make.

POINTS: 1
REFERENCES: Create Notes
Outlook 37
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.277 - Create a new note in Outlook
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

62. Simon has been networking extensively in order to line up a new employment opportunity. He knows that many of the people with whom he has been networking use Outlook and he would like to send them his contact information. Explain how to do this using the Internet.

ANSWER: Simon can send contact information over the Internet easily with Outlook. If Simon knows someone has Outlook, he can send a contact business card. In People view, he clicks the contact he wants to send, then, on the HOME tab, clicks the Forward Contact button in the Share group. He can choose to send the card as a business card or an Outlook contact. If he sends it as a business card, he will send the contact as a .vcf electronic file to someone via email.

POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 33
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.273 - Describe the features of Calendar
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

63. Nina has a significant number of appointments in Outlook and she has decided that she needs to start to track and organize them more efficiently. Explain how categories can help her with this task.

ANSWER: Nina can use categories in Outlook to tag items so she can track and organize them by specific criteria. Outlook comes with color categories that are set by default. She can rename the colors as needed. For example, red can be urgent, blue can be business, and green can be personal. By assigning color categories to contacts, tasks, appointments, notes, or any item in Outlook, Nina can quickly filter and sort by color to review all items assigned to a specific color category. If she changes her Contacts view to List view and then click the Categories button in the Arrangement section of the VIEW tab, she can see her contacts clearly by category.

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Outlook 2016 - Module 2: Managing Information Using Outlook

POINTS: 1
REFERENCES: Apply Categories
Outlook 40
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.280 - Sort using color categories
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

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

a. To-Do Bar
b. Folder List
c. Date Navigator
d. Message Preview
e. module
f. Navigation Pane

REFERENCES: Describe Outlook
Outlook 26
QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.269 - Explore the Outlook modules
DATE CREATED: 2/26/2016 7:35 PM
DATE MODIFIED: 2/26/2016 7:35 PM

64. Allows you to switch between modules
ANSWER: f
POINTS: 1

65. Can be minimized or expanded
ANSWER: b
POINTS: 1

66. Option that determines how many lines of each email in the center pane you see
ANSWER: d
POINTS: 1

67. Includes the Date Navigator and tasks
ANSWER: a
POINTS: 1

68. Gives you an overview of the month
ANSWER: c
POINTS: 1

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69. Mail, Calendar, People, and Tasks are all examples of this
ANSWER: e
POINTS: 1

70. In Outlook, you can access weather information in the Calendar view.
a. Yes
b. No
ANSWER: Yes
POINTS: 1
REFERENCES: Describe Outlook
Outlook 27
QUESTION TYPE: Yes / No
HAS VARIABLES: False
DATE CREATED: 4/15/2016 7:20 PM
DATE MODIFIED: 4/15/2016 7:20 PM

71. Message threading allows you to navigate through a group of messages, seeing all replies and forwards from all recipients about a particular topic.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/15/2016 7:22 PM
DATE MODIFIED: 4/15/2016 7:23 PM

72. All of the following are fields found in a completed new contact card EXCEPT_____.
a. prior education
b. phone number
c. picture
d. home address
ANSWER: a
POINTS: 1
REFERENCES: Manage Your Contacts
Outlook 31
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/15/2016 7:26 PM
DATE MODIFIED: 4/15/2016 7:28 PM

73. Outlook gives you the capability of sending electronic business cards.

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a. Yes
b. No

ANSWER: Yes
POINTS: 1
REFERENCES: Manage Your Calendar
Outlook 33
QUESTION TYPE: Yes / No
HAS VARIABLES: False
DATE CREATED: 4/15/2016 7:29 PM
DATE MODIFIED: 4/15/2016 7:30 PM

74. Microsoft Outlook does not require the creation of a personal account before use.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Describe Outlook
Outlook 26
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/15/2016 7:32 PM
DATE MODIFIED: 4/15/2016 7:33 PM

75. A _____ is an action you can create to have Outlook automatically handle messages in a certain way.
ANSWER: Rule
POINTS: 1
REFERENCES: Organize Email
Outlook 28
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/15/2016 7:34 PM
DATE MODIFIED: 4/15/2016 7:35 PM

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Name:_____ Class:_____ Date:_____

Windows 10 - Module 2: Understanding File Management

1. You must double-click a folder or subfolder in the Address bar to show its contents.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

2. In a window, the Address bar is located just above the title bar.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

3. An address is a sequence of folder names that describe a file's location in a file hierarchy.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

4. Subfolders are folders that are inside of other folders.
   a. True
   b. False

ANSWER: True

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Windows 10 - Module 2: Understanding File Management

POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 2:19 PM

5. Windows 10 comes with several existing folders.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/23/2016 8:21 PM

6. When you click a folder in the Navigation pane of the File Explorer window, you see its contents on the right side of the window in the File list.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

7. Subfolders appear shaded under the folders that contain them showing that they are inside that folder.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26

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Windows 10 - Module 2: Understanding File Management

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

8. The Address bar is just below the Ribbon.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

9. RAM is a permanent storage location.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

10. In Details view in File Explorer, you can see each item's name, the date it was modified, and its file type.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Change File and Folder Views
Windows 32
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/24/2016 2:01 PM
DATE MODIFIED: 3/24/2016 2:03 PM

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11. You can use the Send to command command to copy and paste a file.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Copy Files
Windows 36
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/24/2016 2:08 PM
DATE MODIFIED: 3/24/2016 2:10 PM

12. A file extension is a three- or four-letter sequence, preceded by a period, that identifies the file as a particular type of document.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

13. When you create a new folder, the default name for the folder is Blank folder.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: Copy Files
Windows 36
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/24/2016 2:03 PM
DATE MODIFIED: 3/24/2016 2:06 PM

14. After you start a program and create a new file, the file only exists in your computer's random access memory (RAM).

a. True

b. False

ANSWER: True
POINTS: 1

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Windows 10 - Module 2: Understanding File Management

REFERENCES:	Create and Save a File Windows 28
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.367 - Start WordPad
DATE CREATED:	2/26/2016 7:20 PM
DATE MODIFIED:	3/23/2016 8:34 PM

15. When saving a file, the Documents folder is the default (automatically selected) storage location. _____

ANSWER:	True
POINTS:	1
REFERENCES:	Create and Save a File Windows 28
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.254 - Save a file
DATE CREATED:	2/26/2016 7:20 PM
DATE MODIFIED:	3/23/2016 8:35 PM

16. Windows 10 lets you search for an app by clicking the Start button and then typing part of its name. _____

ANSWER:	True
POINTS:	1
REFERENCES:	Create and Save a File Windows 28
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.253 - Create a file
DATE CREATED:	2/26/2016 7:20 PM
DATE MODIFIED:	3/23/2016 8:39 PM

17. The QuickLook pane is an area on the right side of the screen that shows you what a selected file looks like without opening it. _____

ANSWER:	False - Preview
POINTS:	1
REFERENCES:	Change File and Folder Views Windows 32
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	BESK.OFIN.16.368 - Preview files
DATE CREATED:	2/26/2016 7:20 PM
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18. When you first save a file, the Save dialog box opens. _____

ANSWER: False - Save As
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

19. When you use the Copy command, Windows 10 places a duplicate copy of the file in an area of your computer's RAM called the notepad. _____

ANSWER: False - clipboard
POINTS: 1
REFERENCES: Copy Files
Windows 36
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/23/2016 8:45 PM

20. When you use the Move command, Windows 10 places a duplicate of the file on the clipboard.

ANSWER: False - Copy
POINTS: 1
REFERENCES: Copy Files
Windows 36
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/23/2016 8:46 PM

21. Which button on the desktop do you click to examine your existing folder and file structure?

a. Internet Explorer b. File Explorer
c. Windows Explorer d. Desktop Explorer

ANSWER: b
POINTS: 1
REFERENCES: Explore the Files and Folders on Your Computer
Windows 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations

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Windows 10 - Module 2: Understanding File Management

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DATE MODIFIED: 2/26/2016 7:20 PM

22. A ____ is a three- or four-letter sequence, preceded by a period, that identifies the file type.
a. filename b. file extension
c. file suffix d. file property
ANSWER: b
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

23. In the Save As dialog box, below the Address bar, the ____ contains command buttons that you can click to perform actions.
a. navigation bar b. taskbar
c. File list d. toolbar
ANSWER: d
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

24. _____ is a Windows 10 program that creates files in RTF format.
a. Explorer b. FileMaker
c. WordPad d. Paint
ANSWER: c
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.367 - Start WordPad
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/23/2016 8:50 PM

25. What is the typical drive letter for the hard drive?

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a. A: b. B:
c. C: d. D:

ANSWER: c
POINTS: 1
REFERENCES: Explore the Files and Folders on Your Computer
Windows 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

26. A USB Flash drive is a(n) ____ disk.
a. floppy b. hard drive
c. internal d. removable

ANSWER: d
POINTS: 1
REFERENCES: Windows 30
Explore the Files and Folders on Your Computer
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.370 - Navigate to file storage locations
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

27. When you view the File list on the C: drive, you will see the ____ folder.
a. Users b. People
c. Creators d. Files

ANSWER: a
POINTS: 1
REFERENCES: Explore the Files and Folders on Your Computer
Windows 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.371 - Open folders
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

28. The Documents folder is in the ____ folder.
a. Users b. My Files
c. My Computer d. People

ANSWER: a
POINTS: 1

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REFERENCES: Explore the Files and Folders on Your Computer
Windows 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.371 - Open folders
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/23/2016 8:58 PM

29. The set of appearance choices for files and folders is known as the ____.
a. Hierarchy b. View
c. Design d. Order
ANSWER: b
POINTS: 1
REFERENCES: Change File and Folder Views
Windows 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.372 - View files as large icons
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

30. Windows 10 offers eight different ____ for viewing your files and folders.
a. styles b. designs
c. themes d. layouts
ANSWER: d
POINTS: 1
REFERENCES: Change File and Folder Views
Windows 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.372 - View files as large icons
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 9:01 AM

31. The Sort by button allows you to sort your files using several ____.
a. criteria b. lists
c. languages d. prompts
ANSWER: a
POINTS: 1
REFERENCES: Change File and Folder Views
Windows 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Windows 10 - Module 2: Understanding File Management

LEARNING OBJECTIVES: BESK.OFIN.16.373 - Sort files
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

32. While looking at your list of files and folders, you can also preview them without ____ them.
a. deleting b. copying
c. opening d. closing
ANSWER: c
POINTS: 1
REFERENCES: Change File and Folder Views
Windows 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.368 - Preview files
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

33. Which tab in Windows do you use to open a file?
a. New b. File
c. Open d. Edit
ANSWER: b
POINTS: 1
REFERENCES: Open, Edit, and Save Files
Windows 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.374 - Open a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

34. Making changes to a document is also known as ____.
a. processing b. editing
c. fixing d. changing
ANSWER: b
POINTS: 1
REFERENCES: Open, Edit, and Save Files
Windows 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.375 - Edit a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

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35. When you save an existing file, the ____ dialog box does not open.

a. New b. Exit

c. Save As d. Save

ANSWER: c
POINTS: 1
REFERENCES: Open, Edit, and Save Files
Windows 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

36. If you open a file and make changes to it and then save the changes, that file has been ____.

a. edited b. duplicated

c. formatted d. saved as another file

ANSWER: a
POINTS: 1
REFERENCES: Open, Edit, and Save Files
Windows 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

37. A copy or replacement of a file is known as a(n) ____.

a. extra b. double

c. dupe d. backup

ANSWER: d
POINTS: 1
REFERENCES: Copy Files
Windows 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

38. When you copy a file, a duplicate remains on the ____.

a. clipboard b. flash drive

c. hard drive d. desktop

ANSWER: a

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POINTS: 1
REFERENCES: Copy Files
Windows 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.369 - Copy and paste a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

39. In File Explorer, the New Folder button is in the New group on the ____ tab on the Ribbon.
a. Edit b. Home
c. File d. New
ANSWER: b
POINTS: 1
REFERENCES: Copy Files
Windows 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.376 - Create a new folder
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 9:09 AM

40. When you cut and paste a file, you are actually ____ it.
a. deleting b. storing
c. moving d. copying
ANSWER: c
POINTS: 1
REFERENCES: Move and Rename Files
Windows 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

41. To rename a file in File Explorer, click the Rename button in the ____ group.
a. File b. Naming
c. Filter d. Organize
ANSWER: d
POINTS: 1
REFERENCES: Move and Rename Files
Windows 38
QUESTION TYPE: Multiple Choice

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Windows 10 - Module 2: Understanding File Management

HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.378 - Rename a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 9:12 AM

42. In File Explorer, the Paste button is in the ____ group.
a. Clipboard b. Edit
c. Rename d. Home
ANSWER: a
POINTS: 1
REFERENCES: Move and Rename Files
Windows 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 9:14 AM

43. You can quickly find any file, folder, or program using ____.
a. Windows 10 b. Windows Help
c. Windows Finder d. Windows Search
ANSWER: d
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 2:24 PM

44. Search text is also known as search ____.
a. clues b. criteria
c. keywords d. filters
ANSWER: b
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

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45. The ____ button limits your search to the files and folders in your storage locations on the device being search.

a. Personal b. User

c. My Stuff d. Device

ANSWER: c
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 9:19 AM

46. As you search for a file, a green progress bar appears in the ____ bar.

a. File list b. Taskbar

c. Details pane d. Address bar

ANSWER: d
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

47. One way to open a found file is to ____ it.

a. double-click b. click

c. hover over d. left-click

ANSWER: a
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.380 - Open a found file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

48. Emptying the Recycle Bin frees up ____ on your computer.

a. RAM b. storage space

c. room on the flash disk d. room on the desktop

ANSWER: b

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POINTS: 1
REFERENCES: Delete and Restore Files
Windows 42
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.381 - Empty the Recycle Bin
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

49. Files and folders that have been placed in the Recycle Bin can be ____.
a. recycled b. copied
c. restored d. replaced
ANSWER: c
POINTS: 1
REFERENCES: Delete and Restore Files
Windows 42
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.382 - Restore a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

50. When you delete files from a(n) ____, they do not go to the Recycle Bin.
a. USB flash drive b. hard drive
c. folder d. list
ANSWER: a
POINTS: 1
REFERENCES: Delete and Restore Files
Windows 42
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.383 - Delete a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

51. .rtf is an example of a(n) ____.
a. Excel document b. file extension
c. type of RAM d. file size
ANSWER: b
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

52. To see the storage locations available on your computer, click _____ in the Navigation pane of File Explorer.
a. My Stuff b. This PC
c. Personal d. My Documents
ANSWER: b
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/24/2016 1:52 PM
DATE MODIFIED: 3/24/2016 2:00 PM

53. The WordPad program creates files in ____ format.
a. DOC b. DOCX
c. RTF d. USB
ANSWER: c
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 9:26 AM

54. A File Explorer window contains the File list, the Address bar and the ____ pane.
a. groups b. Icon view
c. categories d. Navigation
ANSWER: d
POINTS: 1
REFERENCES: Explore the Files and Folders on Your Computer
Windows 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 12:53 PM

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55. A ____ is the name given to a folder inside another folder.

a. subfolder b. subfile

c. pane d. charm

ANSWER: a
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

56. Which of the following is not a storage device?

a. hard drive b. USB flash drive

c. DVD d. RAM

ANSWER: d
POINTS: 1
REFERENCES: Create and Save a File
Windows 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

57. The files and folders on your computer are organized in a(n) _____, a system that arranges files and folders in different levels.

ANSWER: file hierarchy
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.365 - Analyze a file hierarchy
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

58. After you start a program and create a new file, the file exists only in your computer's _____, which is a temporary storage location.

ANSWER: random access memory, RAM
POINTS: 1
REFERENCES: Create and Save a File
Windows 28

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Windows 10 - Module 2: Understanding File Management

QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

59. The _____ folder contains a subfolder for each user account on a computer.
ANSWER: Users
users
POINTS: 1
REFERENCES: Explore the Files and Folders on Your Computer
Windows 30
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/24/2016 1:57 PM
DATE MODIFIED: 3/24/2016 1:59 PM

60. You can _____ your folders and files to change the order they are listed.
ANSWER: sort
POINTS: 1
REFERENCES: Change File and Folder Views
Windows 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.373 - Sort files
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

61. When you save an existing file that you have changed, you use the _____ command.
ANSWER: Save
POINTS: 1
REFERENCES: Open, Edit, and Save Files
Windows 34
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

62. The search text you type is called your _____.
ANSWER: search criteria
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40

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Windows 10 - Module 2: Understanding File Management

QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

63. When you _____ a file, the file is transferred to a new location and no longer exists in its original location.
ANSWER: move
POINTS: 1
REFERENCES: Move and Rename Files
Windows 38
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.377 - Cut and paste a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

64. Describe the similarities and differences between using Save and Save As to save a new file and an existing file.
ANSWER: Save and Save As work in the same way when you first save a file. In both cases, a Save As dialog box opens so you can select the drive and folder where you want to save the file and you can enter a filename for the new file.

If you open, modify, and then save an existing file, Save will save the file under the same name on the same drive and in the same folder. Save As, on the other hand, will open a Save As dialog box, and you have the option of saving the file under a new filename, in a different folder, on a different drive, or by using any combination of these options.
POINTS: 1
REFERENCES: Open, Edit, and Save Files
Windows 34
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.254 - Save a file
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 2/26/2016 7:20 PM

65. What does it mean to restore a file and how do you do it?
ANSWER: When you delete a file or folder from the hard drive, it is placed in the Recycle Bin on the desktop. The contents of the Recycle Bin remain there until the Recycle Bin is emptied. If you need a file that you have deleted, you can restore it, which means that it leaves the Recycle Bin and is placed in its original location. To restore a file or folder, you double-click the Recycle Bin to open it. When you see the file or folder you wish to restore, select it, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. It is important to note that items deleted from a removable drive cannot be restored.

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Windows 10 - Module 2: Understanding File Management

POINTS: 1
REFERENCES: Delete and Restore Files
Windows 42
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.382 - Restore a file
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:20 PM
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66. Explain how you can search for a lost file on your computer and limit retrieval to only files on your computer.
ANSWER: First click in the search box on the taskbar and then type your search criteria. When the Search menu opens with possible matches, click My Stuff near the bottom of the menu. This will limit the search to files and folders in your storage locations on the current device.
POINTS: 1
REFERENCES: Search for Files and Folders
Windows 40
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.379 - Search for a file
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 2:18 PM

Todd works for an advertising firm and handles advertising projects for various clients. To keep track of the projects he has for each client, he wants to organize the client and project files on his hard disk so that he can quickly locate them.

67. Describe how Todd can effectively organize his files for each client and each of the projects he handles for them.
ANSWER: Todd should create a folder for each client, and within each client's folder, he should create subfolders for each project.
POINTS: 1
REFERENCES: Understand Files and Folders
Windows 26
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case B-1-16989
LEARNING OBJECTIVES: BESK.OFIN.16.366 - Examine files and folders
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:20 PM
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68. Todd's new client owns a chain of jewelry stores in Washington. He has three stores, one in Seattle, one in Spokane, and one in Tacoma. In the future, he plans to expand to other states. What would be a good folder structure for the documents he needs to store for each of the three stores in Washington.
ANSWER: Todd should create one folder named Washington and then three subfolders within the

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	Washington folder named Seattle, Spokane, and Tacoma.
POINTS:	1
REFERENCES:	Understand Files and Folders Windows 27
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
PREFACE NAME:	Case B-1-16989
LEARNING OBJECTIVES:	BESK.OFIN.16.366 - Examine files and folders
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 7:20 PM
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69. Todd has accidentally deleted his Spokane folder. How can he retrieve it?

ANSWER:	Todd can open the Recycle Bin, select the Spokane folder, and then choose Restore the selected items button in the Restore group on the Recycle Bin Tools Manage tab. The Spokane folder will be restored to its original location.
POINTS:	1
REFERENCES:	Delete and Restore Files Windows 42
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
PREFACE NAME:	Case B-1-16989
LEARNING OBJECTIVES:	BESK.OFIN.16.382 - Restore a file
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 7:20 PM
DATE MODIFIED:	2/26/2016 7:20 PM

Match each term with the correct definition or description below.

a. search criteria

b. subfolder

c. layout

d. file extension

e. USB flash drive

f. backup

REFERENCES:	Change File and Folder Views Copy Files Create and Save a File Search for Files and Folders Understand Files and Folders Windows 26 Windows 28 Windows 32 Windows 36 Windows 40
QUESTION TYPE:	Matching

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Windows 10 - Module 2: Understanding File Management

HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.253 - Create a file
BESK.OFIN.16.254 - Save a file
BESK.OFIN.16.366 - Examine files and folders
BESK.OFIN.16.369 - Copy and paste a file
BESK.OFIN.16.372 - View files as large icons
BESK.OFIN.16.379 - Search for a file
DATE CREATED: 2/26/2016 7:20 PM
DATE MODIFIED: 3/24/2016 1:50 PM

70. A folder contained within another folder
ANSWER: b
POINTS: 1

71. One or more pieces of information that helps Windows 10 locate the file you want
ANSWER: a
POINTS: 1

72. One of 8 different ways to view your files and folders
ANSWER: c
POINTS: 1

73. A set of characters at the end of a filename used to identify the file type
ANSWER: d
POINTS: 1

74. Small, portable storage media
ANSWER: e
POINTS: 1

75. A copy of a file that is stored externally in case something happens to the original file
ANSWER: f
POINTS: 1

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Name:_____ Class:_____ Date:_____

Word 2016 - Module 2: Editing Documents

1. When you move text to a new location using drag and drop, that text is added to the Clipboard.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
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2. When you use the Save command to save changes to a file, you overwrite the stored file.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.037 - Open a document and save it with a new filename
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

3. The last item you cut or copy from a document is added to both the Office Clipboard and the system Clipboard.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

4. You can set the Office Clipboard to open automatically any time you cut or copy two items consecutively.
   a. True
   b. False

ANSWER: True

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Word 2016 - Module 2: Editing Documents

POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

5. Clicking the Find button in the Editing group opens the Navigation pane.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Find and Replace Text
Word 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.039 - Find text with the Navigation pane
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

6. Word inserts an AutoCorrect entry after you press [Spacebar] or a punctuation mark.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
ENDW.DUFF.16.041 - Correct grammar errors
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

7. You can create your own AutoCorrect entries.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35

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Word 2016 - Module 2: Editing Documents

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
DATE CREATED: 2/26/2016 7:45 PM
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8. To test a hyperlink, press [Ctrl] and then click the hyperlink.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.042 - Test hyperlinks
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

9. When you copy text, the text is removed from the document. _____

ANSWER: False - cut
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
Copy and Paste Text
Word 28
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
ENDW.DUFF.16.043 - Copy and paste text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

10. The Office Clipboard can only hold one item at a time. _____

ANSWER: False - system clipboard
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
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11. You can use the View Side by Side button in the Window group on the VIEW tab to display two open documents horizontally at the same time. _____

ANSWER:	True
POINTS:	1
REFERENCES:	Use the Office Clipboard Word 31
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
DATE CREATED:	2/26/2016 7:45 PM
DATE MODIFIED:	2/26/2016 7:45 PM

12. If Word flags a word as misspelled that is spelled correctly, right-click the word and then click Accept Spelling.

_____

ANSWER:	False - Ignore, Ignore All
POINTS:	1
REFERENCES:	Check Spelling and Grammar Word 34
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENDW.DUFF.16.044 - Ignore correctly spelled words
DATE CREATED:	2/26/2016 7:45 PM
DATE MODIFIED:	2/26/2016 7:45 PM

13. A(n) hyperlink is a text or graphic that, when clicked, jumps the viewer to a different location or program.

_____

ANSWER:	True
POINTS:	1
REFERENCES:	Add Hyperlinks Word 38
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENDW.DUFF.16.045 - Insert a hyperlink
DATE CREATED:	2/26/2016 7:45 PM
DATE MODIFIED:	2/26/2016 7:45 PM

14. Which command is used to create a duplicate copy of a file, while leaving the original file intact?

a. Save As b. Save
c. New Document d. Copy File

ANSWER:	a
POINTS:	1
REFERENCES:	Cut and Paste Text Word 26
QUESTION TYPE:	Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.037 - Open a document and save it with a new filename
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

15. "Drag and drop" describes what operation?
    a. Copying text to the Clipboard
    b. Moving text using the mouse
    c. Moving text using keyboard shortcuts
    d. Deleting text

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

16. The Office Clipboard can hold up to how many items?
    a. 1
    b. 24
    c. 10
    d. 50

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
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17. Which command is used to insert text that is stored on the Clipboard into a document?
    a. Copy
    b. Drop
    c. Paste
    d. Insert

ANSWER: c
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

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18. Where is the Show/Hide ¶ button?
    a. in the Paragraph group on the HOME tab
    b. in the Symbols group on the DESIGN tab
    c. in the Symbols group on the INSERT tab
    d. in the Paragraph group on the LAYOUT tab

ANSWER: a
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.046 - Edit text using formatting marks
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

19. Which of the following is NOT a way to add the selected text to the Clipboard?
    a. Press [Ctrl][X].
    b. Use the mouse to drag the text to the Clipboard.
    c. Press [Ctrl][C].
    d. Click the Copy button.

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

20. What is the keyboard shortcut for saving a document?
    a. [Ctrl][A] b. [Ctrl][X]
    c. [Ctrl][S] d. [Ctrl][C]

ANSWER: c
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.037 - Open a document and save it with a new filename
DATE CREATED: 2/26/2016 7:45 PM

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Word 2016 - Module 2: Editing Documents

DATE MODIFIED: 2/26/2016 7:45 PM

21. What is the keyboard shortcut for pasting text?
    a. [Ctrl][C] b. [Ctrl][P]
    c. [Ctrl][X] d. [Ctrl][V]

ANSWER: d
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

22. What is the keyboard shortcut for cutting text?
    a. [Ctrl][X] b. [Ctrl][C]
    c. [Ctrl][Q] d. [Ctrl][A]

ANSWER: a
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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23. Where are the Word keyboard shortcuts listed?
    a. in the Shortcut dialog box b. in Word ScreenTips for the command
    c. in the Shortcut task pane d. on the Shortcut tab

ANSWER: b
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
DATE CREATED: 2/26/2016 7:45 PM
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24. Which of the following is NOT an option in the Paste Options menu?
    a. Keep Source Formatting b. Merge Formatting

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c. Keep Text Only d. Match Formatting

ANSWER: d
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.047 - Format pasted text with the Paste Options button
DATE CREATED: 2/26/2016 7:45 PM
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25. Which button is used to display two different parts of the same document in the document window?

a. Two Pages b. Divide
c. Split d. Double Window

ANSWER: c
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.043 - Copy and paste text
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26. If a document window has been split into two panes, how can you restore the window to a single pane?

a. Double-click the split bar.
b. Right-click the split bar and click Remove Split.
c. Drag the split bar to the bottom of the document.
d. Right-click one of the panes and click Close Pane.

ANSWER: a
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.043 - Copy and paste text
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27. Which of the following does *NOT* happen when you copy an item to the Office Clipboard?

a. The item is added to the top of the Clipboard task pane.
b. Existing items move down the task pane.
c. The text you copied remains in its original location.

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d. The Clipboard task pane automatically opens.

ANSWER: d
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.048 - Paste items from the Clipboard
DATE CREATED: 2/26/2016 7:45 PM
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28. What happens when you click an item on the Office Clipboard?
a. The item is moved to the system Clipboard.
b. A ScreenTip appears.
c. The item is deleted from the Office Clipboard.
d. The item is pasted in the document at the location of the insertion point.

ANSWER: d
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.048 - Paste items from the Clipboard
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

29. What kind of items can be stored on the Office Clipboard?
a. Items collected from Word only.
b. Items collected from any program.
c. Items collected from any word processing program.
d. Items collected from any Office program.

ANSWER: d
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
DATE CREATED: 2/26/2016 7:45 PM
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30. Which of the following does *NOT* happen when you add a 25th item to the Office Clipboard?
a. The last item you collected is deleted.

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b. The first item you collected is deleted.
c. The existing items on the Clipboard are moved down the task pane.
d. The new item is displayed at the top of the Clipboard task pane.

ANSWER: a
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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31. How do you delete an individual item from the Office Clipboard?
a. Click the item, then press the Delete key.
b. Click the list arrow next to the item, and then click Delete.
c. Click the icon to the left of the item.
d. Paste the item in the document.

ANSWER: b
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.048 - Paste items from the Clipboard
DATE CREATED: 2/26/2016 7:45 PM
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32. How do you open the Clipboard task pane?
a. The Clipboard launches automatically when you copy or cut text.
b. Click the Paste list arrow in the Clipboard group, then click Clipboard.
c. Click the launcher in the Clipboard group.
d. Click the Clipboard button on the VIEW tab.

ANSWER: c
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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Word 2016 - Module 2: Editing Documents

33. Which command do you use to display two open documents at the same time?

a. Split b. New Window

c. Arrange All d. Switch Windows

ANSWER: c
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 31
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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34. Which feature can you use to highlight all instances of a word in a document?

a. The Find command in the Navigation pane

b. Spelling and Grammar

c. Thesaurus

d. AutoCorrect

ANSWER: a
POINTS: 1
REFERENCES: Find and Replace Text
Word 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.039 - Find text with the Navigation pane
DATE CREATED: 2/26/2016 7:45 PM
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35. What tab can you use to quickly move the insertion point to a specific page or heading?

a. Find b. Next Item

c. Go To d. Search

ANSWER: c
POINTS: 1
REFERENCES: Find and Replace Text
Word 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.049 - Navigate a document
DATE CREATED: 2/26/2016 7:45 PM
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36. Which feature would you use to correct words that you frequently misspell as you type?

a. Spelling and Grammar b. AutoCorrect

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c. Find and Replace d. AutoComplete

ANSWER: b
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
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37. Which feature can you use to find and insert a synonym for an overused word?

a. AutoCorrect b. Spelling and Grammar
c. Find and Replace d. Thesaurus

ANSWER: d
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
DATE CREATED: 2/26/2016 7:45 PM
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38. To which of the following does the Research task pane *NOT* provide access?

a. dictionaries b. Web search engines
c. translations d. Find and Replace

ANSWER: d
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
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39. What do you call an informal journal that is created by an individual or a group and made available to the public on the Internet?

a. Web journal b. Blog
c. Web page d. Chat

ANSWER: b
POINTS: 1

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REFERENCES: Research Information
Word 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
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40. By default, as you type Word will automatically create a hyperlink to ____.
a. the words Your Name b. the name of a Web site
c. an e-mail address d. the name of a company with a Web page
ANSWER: c
POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.045 - Insert a hyperlink
DATE CREATED: 2/26/2016 7:45 PM
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41. What tool helps you detect and remove private or confidential information from a document?
a. Document Inspector b. Protect Document
c. Privacy Inspector d. Prepare Document
ANSWER: a
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.051 - Remove document properties
DATE CREATED: 2/26/2016 7:45 PM
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42. User-defined details about a document that describe its contents and origin are known as ____.
a. document properties b. document summaries
c. document details d. document information
ANSWER: a
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Word 2016 - Module 2: Editing Documents

LEARNING OBJECTIVES: ENDW.DUFF.16.052 - Edit document properties
DATE CREATED: 2/26/2016 7:45 PM
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43. Which tab in the Properties dialog box shows information about revisions to the document as well as the number of pages, word, lines, paragraphs, and characters in the file?

a. Statistics b. General
c. Contents d. Summary

ANSWER: a
POINTS: 1
REFERENCES: Work with Document Properties
Word 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.053 - Modify advanced document properties
DATE CREATED: 2/26/2016 7:45 PM
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44. You can cut and paste text using the buttons on the _____ group on the HOME tab.

ANSWER: Clipboard
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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45. A(n) _____ is a combination of keys that you press to perform a command.

ANSWER: shortcut key
keyboard shortcut
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.036 - Cut and paste text
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46. To reverse the last action you took in a document, click the _____ button on the Quick Access toolbar.

ANSWER: Undo

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Word 2016 - Module 2: Editing Documents

POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.043 - Copy and paste text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

47. Click the _____ button on the Clipboard task pane to remove all the items from the Office Clipboard at once.
ANSWER: Clear All
POINTS: 1
REFERENCES: Use the Office Clipboard
Word 30
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.038 - Copy and cut items to the Clipboard
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48. When you select the _____ check box in the Find and Replace dialog box, Word finds only exact matches for uppercase and lowercase characters as entered in the Find what text box.
ANSWER: Match case
POINTS: 1
REFERENCES: Find and Replace Text
Word 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.054 - Replace text
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

49. The _____ option on the Info screen lets you mark a document as read-only.
ANSWER: Protect Document
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.052 - Edit document properties
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

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50. The _____ option on the Info screen lets you remove unwanted information from a document, check for content that people with disabilities might find difficult to read, and check the document for features that are unsupported by previous versions of Word.

ANSWER: Check for Issues
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.052 - Edit document properties
DATE CREATED: 2/26/2016 7:45 PM
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51. Explain what the Word Count dialog box is and what it contains.

ANSWER: The Word Count dialog box lists the number of pages, words, characters, paragraphs, and lines included in the selected text. The status bar also displays the number of words included in the selected text and the total number of words in the entire document. If you want to view the page, character, paragraph, and line count for the entire document, make sure nothing is selected in your document, and then click Word Count in the Proofing group.
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.055 - Check word count
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 2/26/2016 7:45 PM

52. Discuss the use of dictionary apps and explain what Apps for Office are.

ANSWER: Instead of a built-in dictionary, Word includes the ability to install a free dictionary app from the Office Store that you can use to look up the definitions of words. A dictionary app is just one of many Apps for Office that are available in Word. Apps for Office are small programs embedded in Word that allow you to access information on the Web without having to leave Word. For example, you can look up something on Wikipedia, insert an online map in one of your documents, or access dictionaries and other reference sources, all from within Word using an app. To install the free dictionary app from the Office Store for the first time, click the Define button In the Proofing group on the REVIEW tab, decide which dictionary you want, and then click the Download button associated with the dictionary you want in order to install that dictionary. After the dictionary is installed, it will open automatically in the Dictionary pane whenever you click Define. If you want to download other dictionaries or other apps, click the Apps for Office button in the Apps group on the INSERT tab, click More apps, find the app you want, and then click Add or Buy. Some apps are free, and some require purchase. Word allows you to choose one dictionary app for free. To use an app, click the Apps for Office button, click My Apps to see your list of apps, and then double-click the app you want to use.
POINTS: 1

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Word 2016 - Module 2: Editing Documents

REFERENCES: Research Information
Word 37
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
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53. Discuss sharing documents from within Word, including e-mailing and faxing.
ANSWER: Word includes several options for distributing and sharing documents over the Internet directly from within Word, including saving a document to OneDrive for others to view and edit, e-mailing a document, presenting a document online so others can view it in a Web browser, and posting a document to a blog. To share a document, open the file in Word, click the FILE tab, click Share, and then click one of the Share options. When you e-mail a document from within Word, the document is sent as an attachment to an e-mail message using your default e-mail program. You can choose to attach the document as a Word file, a .pdf file, or an .xps file, or to send it as an Internet fax. When you click an option, a message window opens that includes the filename of the current file as the message subject and the file as an attachment. Type the e-mail address(es) of the recipient(s) in the To and Cc text boxes, any message you want in the message window, and then click Send on the message window toolbar to send the message. The default e-mail program sends a copy of the document to each recipient. Note that faxing a document directly from Word requires registration with a third-party Internet fax service. Fax services generally charge a monthly or per page fee for sending and receiving faxes.
POINTS: 1
REFERENCES: Add Hyperlinks
Word 39
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.056 - E-mail a document from Word
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
DATE MODIFIED: 4/15/2016 2:24 AM

54. Megan needs to distribute a document over the Internet. Before she does so, what should she do to ensure that her private information is removed and that the file is accessible to as many people as possible?
ANSWER: Megan should first follow these steps to ensure that her private and confidential information is removed from the document:

1. Click the FILE tab to open Backstage view.
2. Click the Check for Issues button then click Inspect Document to open the Document Inspector.
3. Make sure all check boxes are selected, then click Inspect.
4. Click Remove All next to each category to ensure that sensitive information is removed, then click Close.

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	She should then use the other Check for Issues options to ensure that the document is accessible to people with disabilities and that it is compatible with previous versions of Microsoft Word.
POINTS:	1
REFERENCES:	Work with Document Properties Word 40
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENDW.DUFF.16.051 - Remove document properties
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 7:45 PM
DATE MODIFIED:	2/26/2016 7:45 PM

55. Megan decides that she wants to protect her document by restricting who can view and edit it. What are two things she can do to protect her document?

ANSWER:	Megan can use the Protect Document option on the Info tab in Backstage view to do the following: 1. She can mark the document as final so that it is read-only and cannot be edited. 2. She can encrypt the document so that a password is required to open it
POINTS:	1
REFERENCES:	Work with Document Properties Word 40
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENDW.DUFF.16.053 - Modify advanced document properties
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 7:45 PM
DATE MODIFIED:	2/26/2016 7:45 PM

56. Keith wants to use Word to publish an article to the Internet, so that other people can read and respond to it. What steps does he need to take to do this?

ANSWER:	Keith should publish his article as an online blog. There are two ways he could do this: 1. He can write the article as a new blog post. He would click New on the FILE tab then double-click Blog post to open a predesigned blog post document. He can write his article in this template, format the article, and add images. 2. He could publish an existing document as a blog by opening the document, clicking the FILE tab, clicking Share, and then clicking Post to Blog. Either way, he needs to first obtain a blog account with a blog service provider if he does not already have one, and then register his blog account with Word.
POINTS:	1
REFERENCES:	Research Information Word 36
QUESTION TYPE:	Subjective Short Answer

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Word 2016 - Module 2: Editing Documents

HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.050 - Find synonyms using the Thesaurus
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
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57. Keith decides that he wants to copy some information from another Word document into a paragraph of his article. He also wants to make sure that the text he copies is formatted the same way as the rest of the paragraph, not the way it was formatted in the original document. How can he do this?

ANSWER: Keith should take the following steps:

1. Open both documents.
2. Select the text he wants to copy.
3. Use the Copy button or [Ctrl][C] to copy the selected text to the Clipboard.
4. Switch to the other document by clicking the button for that document on the task bar. Alternatively, he could use the Arrange All button or the View Side by Side button to display both documents at the same time.
5. Place the insertion point in the location where he wants to paste the text.
6. Use the Paste button or [Ctrl][V] to paste the text at the location of the insertion point. He could also click the item on the Office Clipboard to paste the text.
7. Click the Paste Options button, then select the Keep Text Only option to ensure that the formatting of the text is changed to match the rest of the paragraph.

POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.047 - Format pasted text with the Paste Options button
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:45 PM
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58. Keith wants to add a hyperlink to the name of a company in his article, so that readers will be directed to that company's Web site when they click the company's name. How does he do this?

ANSWER: Keith should follow these steps:

1. Select the name of the company.
2. Click the INSERT tab, then click the Hyperlink button in the Links group to open the Insert Hyperlink dialog box.
3. Click Existing File or Web Page in the Link to section, type the URL of the company's Web site in the Address text box, then click OK.

POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.045 - Insert a hyperlink

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Name:_____ Class:_____ Date:_____

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TOPICS: Critical Thinking
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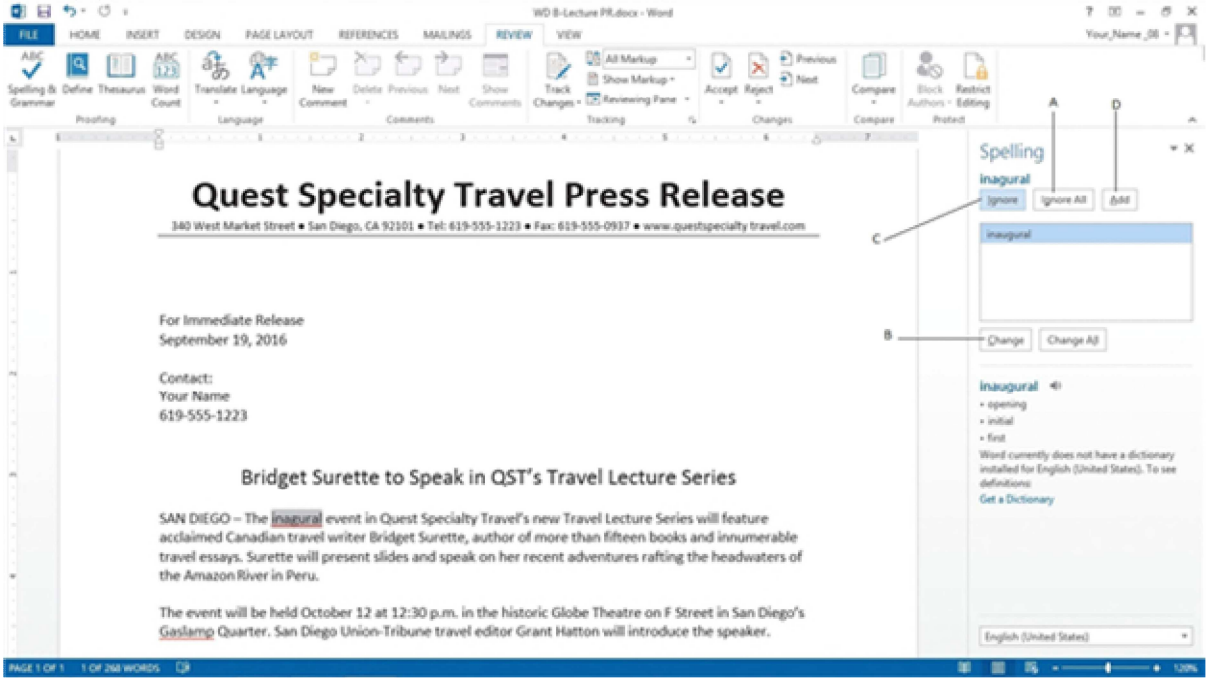
In the figure below, match each label with the statement that best describes it.



REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.040 - Correct spelling errors
ENDW.DUFF.16.044 - Ignore correctly spelled words
DATE CREATED: 2/26/2016 7:45 PM
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59. Adjusts a misspelled word to be the selected suggestion.
ANSWER: b
POINTS: 1

60. Passes by an occurrence of a given word.
ANSWER: c
POINTS: 1

61. Leaves all occurrences of a word unchanged.
ANSWER: a
POINTS: 1

62. Puts a word in the Word dictionary.
ANSWER: d

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POINTS: 1

63. The "Cut and Paste" option should only be used as a last resort for removing text from location to another.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Cut and Paste Text
Word 26
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:08 PM
DATE MODIFIED: 4/8/2016 10:12 PM

64. The function keys are used as keyboard shortcuts.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Cut and Paste Text
Word 27
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:15 PM
DATE MODIFIED: 4/8/2016 10:16 PM

65. The navigation pane can be used to expedite the insertion point within a document.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Find and Replace Text
Word 33
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:18 PM
DATE MODIFIED: 4/8/2016 10:19 PM

66. You can fax a document from within Word without registration with a third party fax service.
    a. True
    b. False

ANSWER: False
POINTS: 1

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REFERENCES: Add Hyperlinks
Word 39
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:20 PM
DATE MODIFIED: 4/8/2016 10:22 PM

67. Add-ins are small programs in Word that allow you to access information on the web without leaving Word.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Research Information
Word 37
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:23 PM
DATE MODIFIED: 4/8/2016 10:25 PM

68. If you work with a blog, you must work entirely outside of Word.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:26 PM
DATE MODIFIED: 4/8/2016 10:27 PM

69. The Smart Lookup tab is found within the Insights group on the Review tab.
    a. Yes
    b. No
ANSWER: Yes
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 34
QUESTION TYPE: Yes / No
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:28 PM
DATE MODIFIED: 4/8/2016 10:30 PM

70. Once an AutoCorrect entry is created, it cannot be undone.

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a. Yes
b. No

ANSWER: No
POINTS: 1
REFERENCES: Check Spelling and Grammar
Word 35
QUESTION TYPE: Yes / No
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:33 PM
DATE MODIFIED: 4/8/2016 10:34 PM

71. The _____ is helpful to vary your language.
ANSWER: Thesaurus
POINTS: 1
REFERENCES: Research Information
Word 36
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:35 PM
DATE MODIFIED: 4/8/2016 10:36 PM

72. A _____ is text or a graphic that, when clicked, "jumps" the viewer to a different location or program.
ANSWER: Hyperlink
POINTS: 1
REFERENCES: Add Hyperlinks
Word 38
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:37 PM
DATE MODIFIED: 4/8/2016 10:42 PM

73. What is the difference between 'copying and pasting' and 'cutting and pasting'?
ANSWER: Cutting removes text from a document while copying does not.
POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Objective Short Answer
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:52 PM
DATE MODIFIED: 4/8/2016 10:53 PM

74. If you want to copy or move items between different parts of a long document it is useful to _____the document in order to see the origin and destination on the screen simultaneously.
ANSWER: Split

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Word 2016 - Module 2: Editing Documents

POINTS: 1
REFERENCES: Copy and Paste Text
Word 28
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:54 PM
DATE MODIFIED: 4/8/2016 10:57 PM

75. Document properties are user-defined details about a file that describe its contents and origin.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Work with Document Properties
Word 40
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/8/2016 10:58 PM
DATE MODIFIED: 4/8/2016 11:01 PM

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Name:_____ Class:_____ Date:_____

PowerPoint 2016 - Module 2: Modifying a Presentation

1. In the Outline pane, a highlighted slide icon next to the slide number indicates that the slide is selected.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

2. It is impossible open a PowerPoint 97-2007 presentation in PowerPoint 2016.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 4/10/2016 8:18 PM

3. Pressing [Shift][Enter] while the cursor is in the text object creates a new slide with the same layout as the previous slide.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

4. The Quick Access Toolbar contains basic text-formatting commands, such as bold and italic, and appears when you select text using the mouse.
   a. True
   b. False

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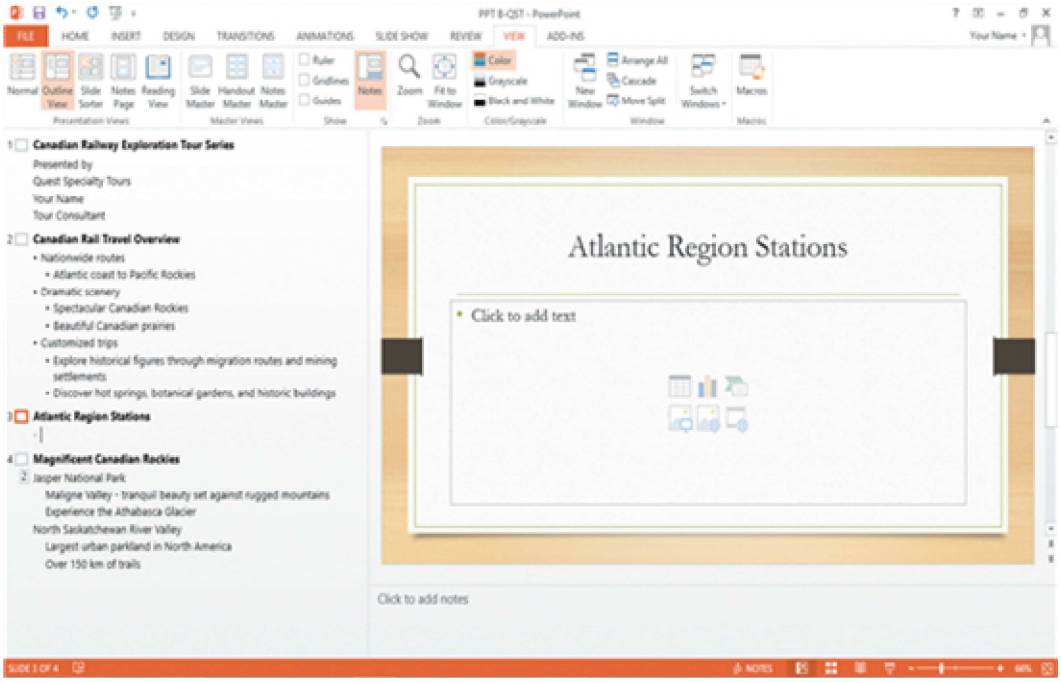
PowerPoint 2016 - Module 2: Modifying a Presentation

ANSWER: False
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM



5. In the accompanying figure, slide 4 is selected in the slide pane.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
Enter Text in Outline View
PowerPoint 27
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: B1-26459
LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

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6. In the accompanying figure, slide 1 has 3 second-level bullets.

a. True

b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26 Enter Text in Outline View PowerPoint 27
QUESTION TYPE:	True / False
HAS VARIABLES:	False
PREFACE NAME:	B1-26459
LEARNING OBJECTIVES:	BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

7. In the accompanying figure, it is possible to convert the last bullet in slide 4 to become the 5th slide.

a. True

b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26: Enter Text in Outline View PowerPoint 27
QUESTION TYPE:	True / False
HAS VARIABLES:	False
PREFACE NAME:	B1-26459
LEARNING OBJECTIVES:	BESK.OFIN.16.298 - Create a new slide
DATE CREATED:	2/26/2016 7:22 PM
DATE MODIFIED:	2/26/2016 7:22 PM

8. In the accompanying figure, slide 3 has only 1 content placeholder.

a. True

b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Enter Text in Outline View PowerPoint 26 Enter Text in Outline View PowerPoint 27
QUESTION TYPE:	True / False
HAS VARIABLES:	False
PREFACE NAME:	B1-26459

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PowerPoint 2016 - Module 2: Modifying a Presentation

LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

9. When you are working in Outline view, a new slide is created when you press [Shift][Tab].
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
Enter Text in Outline View
PowerPoint 27
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.298 - Create a new slide
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

10. There are nine basic categories of SmartArt graphics that illustrate text differently.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
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11. In PowerPoint, it is possible to combine several shapes together to make a more complex figure.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together
DATE CREATED: 2/26/2016 7:22 PM

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PowerPoint 2016 - Module 2: Modifying a Presentation

DATE MODIFIED: 2/26/2016 7:22 PM

12. Merging shapes, which combines multiple shapes together, provides you the potential to create a variety of unique geometric shapes that are not available in the Shapes gallery.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together
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13. Design styles are organized into sections; the top group offers suggestions for the best match for the document, and the bottom group shows you all of the possible 3-D styles that are available. _____

ANSWER: False - SmartArt
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
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14. A SmartArt Theme is a preset combination of simple and 3-D formatting options that follows the presentation theme. _____

ANSWER: False - Style
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
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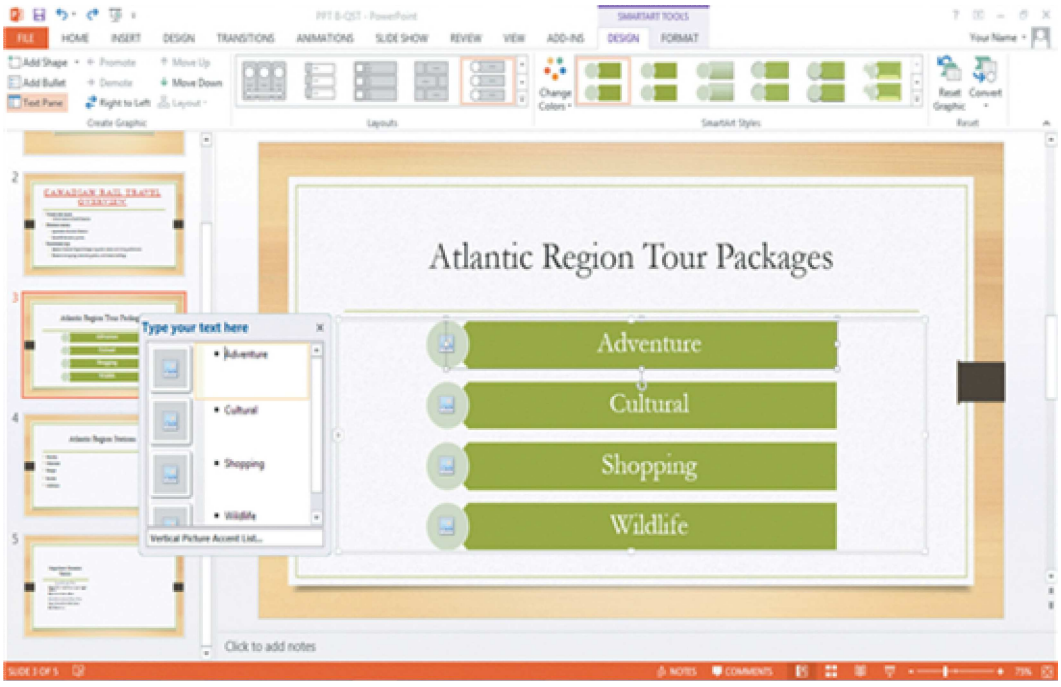
PowerPoint 2016 - Module 2: Modifying a Presentation



15. As seen in the accompanying figure, a SmartArt graphic consists of two parts: the SmartArt graphic itself and a(n) Text pane._____

ANSWER: True
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 31
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
PREFACE NAME: B5-14417
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM

16. The accompanying figure shows text converted into a(n) Clip Art graphic. _____

ANSWER: False - SmartArt
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 31
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
PREFACE NAME: B5-14417
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
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17. In the accompanying figure, the box that says “Type your text here” is called a(n) text pane.

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_____

ANSWER: True
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 31
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
PREFACE NAME: B5-14417
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
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18. As seen in the accompanying figure, when you insert a SmartArt graphic, a new SMARTART TOOLS DISPLAY tab opens on the Ribbon. _____

ANSWER: False - DESIGN
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 31
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
PREFACE NAME: B5-14417
LEARNING OBJECTIVES: BESK.OFIN.16.302 - Modify the SmartArt design
DATE CREATED: 2/26/2016 7:22 PM
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19. A Quick Format is a set of formatting options, including line style, fill color, and effects.

_____

ANSWER: False - Style
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.303 - Create a shape
DATE CREATED: 2/26/2016 7:22 PM
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20. If you press [Tab] as you drag to create a shape, the shape maintains even proportions. _____

ANSWER: False - Shift
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Modified True / False
HAS VARIABLES: False

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PowerPoint 2016 - Module 2: Modifying a Presentation

LEARNING OBJECTIVES: BESK.OFIN.16.303 - Create a shape
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21. Smart Guides help you position objects relative to each other and determine equal distances between objects. _____

ANSWER: True
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together
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22. The Format Shape pane allows you to change the size of a shape, as well as the rotation, scale, and position of a shape on the slide. _____

ANSWER: True
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 35
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.301 - Combine shapes together
DATE CREATED: 2/26/2016 7:22 PM
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23. Which key do you press to create a new bullet?

a. Tab b. Enter
c. Shift d. Insert

ANSWER: b
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view
DATE CREATED: 2/26/2016 7:22 PM
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24. Other than the Slide pane, where can you enter slide text?

a. Slide view b. Notes pane
c. Slide Sorter view d. Outline view

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ANSWER: d
POINTS: 1
REFERENCES: Enter Text in Outline View
PowerPoint 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.297 - Enter text in Outline view
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25. The ____ toolbar is convenient to use for formatting text when the HOME tab is closed.
a. Quick Access b. Mini
c. Modify d. Office
ANSWER: b
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
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26. The Font Color gallery includes Theme Colors and the ____ Colors.
a. Basic b. Complimentary
c. Primary d. Standard
ANSWER: d
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
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27. To select an unselected text object, press [____], click the text object, and then release [____].
a. Tab b. Enter
c. F3 d. Shift
ANSWER: d
POINTS: 1
REFERENCES: Format Text
PowerPoint 28

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PowerPoint 2016 - Module 2: Modifying a Presentation

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
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28. As you move the pointer over font names in the font list, the text on the slide displays a ____ of the different font choices.

a. Thumbnail b. Live Thumbnail
c. Preview d. Live Preview

ANSWER: d
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
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29. The Font Color button is on the ____ tab.

a. FORMAT b. HOME
c. INSERT d. DESIGN

ANSWER: b
POINTS: 1
REFERENCES: Format Text
PowerPoint 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
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30. You can use the ____ command to replace one font for another in a presentation.

a. Edit b. Swap
c. Replace d. Font

ANSWER: c
POINTS: 1
REFERENCES: Format Text
PowerPoint 29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics

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PowerPoint 2016 - Module 2: Modifying a Presentation

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31. To replace specific text in a presentation, click the ____ tab on the Ribbon, then click the Replace button in the Editing group.

a. FORMAT b. HOME
c. EDIT d. DESIGN

ANSWER: b
POINTS: 1
REFERENCES: Format Text
PowerPoint 29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
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32. A SmartArt graphic consists of two parts: the SmartArt graphic itself and a(n) ____ pane.

a. Text b. Editing
c. Writing d. Bullet

ANSWER: a
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
DATE CREATED: 2/26/2016 7:22 PM
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33. You can radically change how a SmartArt graphic looks by applying a SmartArt ____.

a. Style b. Theme
c. Design d. Border

ANSWER: a
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.302 - Modify the SmartArt design
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34. A ____ graphic is a professional-quality diagram that visually illustrates text.

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a. bitmap b. clip art
c. SmartArt d. theme

ANSWER: c
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
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35. The Convert to SmartArt Graphic button is in the ____ group.

a. Design b. Illustrations
c. Paragraph d. Slides

ANSWER: c
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
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36. Instead of changing individual attributes, you can apply a Quick Style to a ____.

a. SmartArt graphic b. text box
c. shape d. slide

ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
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37. Pressing [Shift] as you drag to create a shape maintains the shape's ____ as you change its size.

a. proportions b. style
c. placement on the slide d. alignment

ANSWER: a
POINTS: 1

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PowerPoint 2016 - Module 2: Modifying a Presentation

REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
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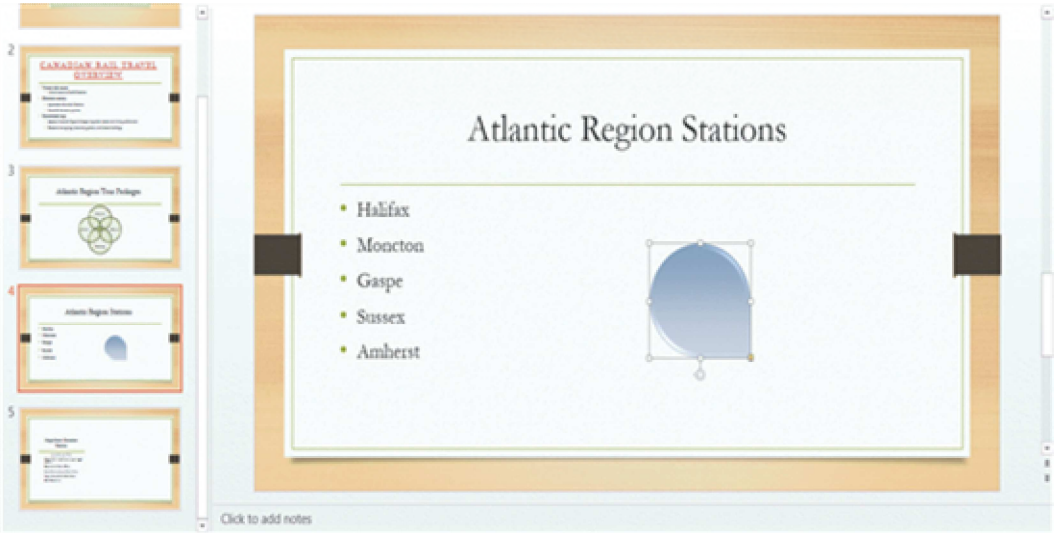
38. Some objects have an adjustment handle that can be moved to change the ____ of the object.
a. widest area b. tallest area
c. least prominent feature d. most prominent feature

ANSWER: d
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
DATE MODIFIED: 2/26/2016 7:22 PM



39. In the accompanying figure, the small vertical line that is sticking down from the rectangular graphic is the ____.
a. adjustment handle b. rotate handle
c. Convert to SmartArt Graphic button d. resize handle

ANSWER: b
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 33
QUESTION TYPE: Multiple Choice

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PowerPoint 2016 - Module 2: Modifying a Presentation

HAS VARIABLES: False
PREFACE NAME: B8-15775
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
DATE CREATED: 2/26/2016 7:22 PM
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40. In the accompanying figure, the yellow circle in the lower-right corner of the rectangular graphic is a(n) ____.
a. sizing handle b. resizing handle
c. adjustment handle d. rotate handle
ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
Insert and Modify Shapes
PowerPoint 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: B8-15775
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
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41. To move an object to the bottom of the stack, click the Send Backward arrow and then click Send to Back in the Arrange group on the DRAWING TOOLS ____ tab.
a. DESIGN b. FORMAT
c. GROUPING d. STACKING
ANSWER: b
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.305 - Reorder shapes
DATE CREATED: 2/26/2016 7:22 PM
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42. In the PowerPoint rulers, the current location of the cursor is identified by a small ____ in the ruler.
a. adjustment handle b. bullet
c. dashed blue line d. dotted red line
ANSWER: d
POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 36
QUESTION TYPE: Multiple Choice

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PowerPoint 2016 - Module 2: Modifying a Presentation

HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.306 - Modify shape size and design
DATE CREATED: 2/26/2016 7:22 PM
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43. You can copy a selected shape by holding down the ____ key and then dragging the shape.
a. [Ctrl] b. [Esc]
c. [Alt] d. [Tab]
ANSWER: a
POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.307 - Duplicate shapes
DATE CREATED: 2/26/2016 7:22 PM
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44. A shape color's red, green, and blue (RGB) values are also known as its ____.
a. loci b. tints
c. coordinates d. hues
ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 33
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.308 - Modify shape's style
DATE CREATED: 2/26/2016 7:22 PM
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45. You can press and hold ____ to turn off the snap-to-grid feature while dragging objects on a slide.
a. [Alt] b. [Shift]
c. [Ctrl] d. [Enter]
ANSWER: a
POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 36
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.306 - Modify shape size and design
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46. If you want to customize the form (or outline) of any shape in the shapes gallery, you can modify its ____ points.

a. form b. edit

c. clip d. art

ANSWER: b
POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 37
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.306 - Modify shape size and design
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47. The ____ commands found on the Align list evenly space objects horizontally or vertically relative to each other or the slide.

a. Arrange b. Align

c. Distribute d. Space

ANSWER: c
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes
DATE CREATED: 2/26/2016 7:22 PM
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48. The Align commands are in the ____ group.

a. Objects b. Arrange

c. Position d. Drawing Tools

ANSWER: b
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes
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49. The PowerPoint guides appear as dotted lines on a slide and usually intersect at the ____ of a slide.

a. 1-inch mark b. center

c. bottom d. top

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ANSWER: b
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.310 - Move shapes using guides
DATE CREATED: 2/26/2016 7:22 PM
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50. The Header and Footer dialog box has which of the following tabs?
a. Notes and Handouts b. Reading
c. Outline d. Options

ANSWER: a
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
Add Slide Footers
PowerPoint 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
DATE CREATED: 2/26/2016 7:22 PM
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51. To create superscript text in PowerPoint, select the text, number, or symbol, and then press ____ at the same time.
a. [Ctrl][Shift][+] b. [Alt][Shift][&]
c. [Ctrl][Shift][S] d. [Ctrl][Shift][&]

ANSWER: a
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
DATE CREATED: 2/26/2016 7:22 PM
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Case-Based Critical Thinking Questions
Case 1

Hannah has been hired as a graphics consultant for a company that is struggling with PowerPoint 2016. They are looking for ways to improve their graphics but maintain a professional appearance to their presentations.

52. Hannah looks at the first slide, which shows three bulleted words: Phase 1, Phase 2, and Phase 3. She decides that she

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can keep this same information but make it more interesting by ____.

a. changing the font size

b. converting the bulleted text into a SmartArt graphic

c. adding more detail by writing subbullets

d. changing the theme colors of the presentation

ANSWER: b
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 30
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.300 - Create a SmartArt graphic
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
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53. The next slide has three gray arrows pointing to the right. To evenly space the three arrows horizontally and relative to each other, Hannah selects the three arrows, and then applies the ____ command.

a. Distribute Horizontally b. Align Horizontally

c. Align and Distribute d. Arrange Horizontally

ANSWER: a
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
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54. Hannah would also like to add a special effect to the arrows to improve their appearance, so she clicks the ____.

a. More button on the WordArt Styles group to view Quick Styles

b. Edit Shape list arrow on the Format tab

c. More button in the Shape Styles group to view Quick Styles

d. Convert to SmartArt graphic button in the Paragraph group

ANSWER: c
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Multiple Choice

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PowerPoint 2016 - Module 2: Modifying a Presentation

HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
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55. To secure the arrows' positions and to move them easily, Hannah ____ them.
a. aligns b. groups
c. locks d. stacks
ANSWER: b
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.312 - Align and group shapes
TOPICS: Critical Thinking
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56. Hannah displays the two guides on the slide and creates an additional guide by ____.
a. right-clicking the slide, then clicking New Guide
b. pressing [Ctrl], then dragging an existing guide
c. right-clicking an existing guide, then dragging the new guide to a new location
d. clicking the New Guide button on the View tab on the Ribbon
ANSWER: b
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: case 2-1-26768
LEARNING OBJECTIVES: BESK.OFIN.16.310 - Move shapes using guides
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
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57. To show or hide the Mini toolbar, click the _____ tab on the Ribbon, click Options, and then click the Show Mini Toolbar on selection check box.
ANSWER: FILE
POINTS: 1

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REFERENCES: Format Text
PowerPoint 28:
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
DATE CREATED: 2/26/2016 7:22 PM
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58. Some SmartArt graphic layouts are limited by the number of _____ they can accommodate.
ANSWER: shapes
POINTS: 1
REFERENCES: Convert Text to SmartArt
PowerPoint 31
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.302 - Modify the SmartArt design
DATE CREATED: 2/26/2016 7:22 PM
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59. A(n) _____ allows you to manually rotate a shape.
ANSWER: rotate handle
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
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60. The _____ handle is a small yellow diamond used for changing the most prominent feature of an object.
ANSWER: adjustment
POINTS: 1
REFERENCES: Insert and Modify Shapes
PowerPoint 32
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.304 - Modify a shape's style
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61. Every object on a slide, whether it is a text object, a shape, a chart, a picture, or any other object, is _____ on the slide in the order it was created.

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ANSWER: stacked
POINTS: 1
REFERENCES: Rearrange and Merge Shapes
PowerPoint 34
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.305 - Reorder shapes
DATE CREATED: 2/26/2016 7:22 PM
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62. To add a new guide to the slide, press _____, and then drag an existing guide.
ANSWER: [Ctrl]
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.310 - Move shapes using guides
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63. To evenly space objects horizontally or vertically relative to each other or to the slide is to _____ them.
ANSWER: distribute
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.309 - Distribute shapes
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64. The placement of footer text objects on a slide is dependent upon the presentation _____.
ANSWER: theme
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
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65. If you want a specific date—such as the original date that the presentation was created—to appear every time you view or print the presentation, click the _____ date option button in the Header and Footer dialog box.

ANSWER: Fixed
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
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66. There are three types of footer text: Date and time, _____, and Footer.

ANSWER: Slide number
POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
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67. What is the most efficient way to replace a specific word or a font in PowerPoint?

ANSWER: As you review your presentation, you may decide to replace certain text or fonts throughout the entire presentation using the Replace command. Text can be a word, phrase, or sentence. To replace specific text, click the HOME tab on the Ribbon, then click the Replace button in the Editing group. In the Replace dialog box, enter the text you want to replace, then enter the text you want to use as its replacement. You can also use the Replace command to replace one font for another. Simply click the Replace button list arrow in the Editing group, then click Replace Fonts to open the Replace Font dialog box.
POINTS: 1
REFERENCES: Format Text
PowerPoint 29
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
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68. Explain how to edit the points of a shape.

ANSWER: If you want to customize the form (or outline) of any shape in the shapes gallery, you can modify its edit points. To display a shape's edit points, select the shape you want to modify, click the DRAWING TOOLS FORMAT tab on the Ribbon, click the Edit Shape button in

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the Insert Shapes group, then click Edit Points. Black edit points appear on the shape. To change the form of a shape, drag a black edit point. When you click a black edit point white square edit points appear on either side of the black edit point, which allow you to change the curvature of a line between two black edit points. When you are finished with your custom shape, you can save it as picture and reuse it in other presentations or other files. To save the shape as a picture, right-click the shape, then click Save as Picture.

POINTS: 1
REFERENCES: Edit and Duplicate Shapes
PowerPoint 37
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.306 - Modify shape size and design
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
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69. Describe how to create superscript and subscript text in PowerPoint.

ANSWER: Superscript or subscript text is a number, figure, symbol, or letters that appears smaller than other text and is positioned above or below the normal line of text. A common superscript in the English language is the sign indicator next to number, such as, 1st or 3rd. Other examples of superscripts are the trademark symbol™ and the copyright symbol©. To create superscript text in PowerPoint, select the text, number, or symbol, then press [CTRL] [SHIFT] [+] at the same time. Probably the most familiar subscript text are the numerals in chemical compounds and formulas, for example, H^20 and CO^2. To create subscript text, select the text, number, or symbol, then press [CTRL] [=] at the same time. To change superscript or subscript text back to normal text, select the text, then press [CTRL] [Spacebar].

POINTS: 1
REFERENCES: Add Slide Footers
PowerPoint 40
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.311 - Add footer text to slides
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:22 PM
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Match each term below with the statement that best defines it.

a. Group command
b. Align command
c. Mini toolbar
d. Bring to Front command
e. ruler

REFERENCES: Format Text
PowerPoint 28
Rearrange and Merge Shapes

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PowerPoint 35
Edit and Duplicate Shapes
PowerPoint 36
Align and Group Objects
PowerPoint 38

QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: BESK.OFIN.16.299 - Modify text characteristics
BESK.OFIN.16.305 - Reorder shapes
BESK.OFIN.16.306 - Modify shape size and design
BESK.OFIN.16.312 - Align and group shapes
DATE CREATED: 2/26/2016 7:22 PM
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70. Displays the computer's measurement system
ANSWER: e
POINTS: 1

71. Makes it easy to move objects
ANSWER: a
POINTS: 1

72. Is sometimes transparent
ANSWER: c
POINTS: 1

73. Moves items in a stack
ANSWER: d
POINTS: 1

74. Snaps objects to a grid of evenly spaced vertical and horizontal lines
ANSWER: b
POINTS: 1

75. If you choose to distribute objects relative to each other, PowerPoint will evenly divide the empty space among all the selected objects.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Align and Group Objects
PowerPoint 38
QUESTION TYPE: True / False
HAS VARIABLES: False
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