

**Solution Manual for Illustrated Computer Concepts and Microsoft Office 365  
and Office 2016 1st Edition Parsons Beskeen Cram Duffy Friedrichsen  
1337251631 9781337251631**

**Link full download:**

**Solution Manual:**

<https://testbankpack.com/p/solution-manual-for-illustrated-computer-concepts-and-microsoft-office-365-and-office-2016-1st-edition-parsons-beskeen-cram-duffy-friedrichsen-1337251631-9781337251631/>

**Test bank:**

<https://testbankpack.com/p/test-bank-for-illustrated-computer-concepts-and-microsoft-office-365-and-office-2016-1st-edition-parsons-beskeen-cram-duffy-friedrichsen-1337251631-9781337251631/>

Name:

Class:

Date:

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.

True

False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 28

Use the Query Wizard

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

True

False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 28

Use the Query Wizard

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 4/14/2016 12:43 PM

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

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

Query criteria are not case sensitive.

True

False

*ANSWER:* True



## Access 2016 : 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

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.

True

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

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

True

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

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

True

False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Access 34  
Sort and Find Data

*QUESTION TYPE:* True / False

## Access 2016 : Building and Using Queries

*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

The asterisk (\*) is the wildcard used to represent one and only one character in criteria.

True  
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

The question mark (?) is the wildcard character which stands for any single character in criteria.

True  
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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

The easiest way to filter the records for an exact match is to use the Filter By Form feature.

True  
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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

## Access 2016 : Building and Using Queries

To filter for comparative data, use the Filter By Selection feature.

True

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

Filters are used to select a subset of records in a datasheet.

True

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

A filter can be used to create calculated fields.

True

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

A query can be used to create calculated fields.

True

False

*ANSWER:* True

### Access 2016 : 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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

By copying a query before starting to make modifications to it, you can avoid changing the original query by mistake.

True  
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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

Enter OR criteria on different Criteria rows in the query design grid.

True  
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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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



## Access 2016: Building and Using Queries

*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

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

## Access 2016 : 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

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

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

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

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

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

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

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

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

24. A join line is also called a(n) \_\_\_\_ line.

- a. query
- b. link
- c. connection
- d. objectivity

ANSWER: b

## Access 2016: 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  
**DATE CREATED:** 2/26/2016 8:14 PM  
**DATE MODIFIED:** 2/26/2016 8:14 PM

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

When you double-click a field in a field list in Query Design View, it is \_\_\_\_\_.

- deleted from the query
- added to the next available position in the query design grid
- used as the first sort order
- 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  
**DATE CREATED:** 2/26/2016 8:14 PM  
**DATE MODIFIED:** 2/26/2016 8:14 PM

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

## Access 2016: Building and Using Queries

Filter Data

*QUESTION TYPE:* Multiple Choice

*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

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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 Ad. 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

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

## Access 2016: Building and Using Queries

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

34. Criteria \_\_\_\_ is the term for rules by which criteria must be entered in a query.

- a. Syntax
- b. Formatting

### Access 2016 : Building and Using Queries

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  
**DATE MODIFIED:** 2/26/2016 8:14 PM

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

\_\_\_\_\_ 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  
**DATE CREATED:** 2/26/2016 8:14 PM  
**DATE MODIFIED:** 2/26/2016 8:14 PM

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

## Access 2016: Building and Using Queries

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:* 2/26/2016 8:14 PM

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

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

*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

## Access 2016: Building and Using Queries

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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



## Access 2016 : Building and Using Queries

Use Query Design View

**QUESTION TYPE:** Completion

**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

\_\_\_\_\_ 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

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

Filter By \_\_\_\_\_ is a fast and easy way to filter records for an exact match.

**ANSWER:**Selection

**POINTS:**1

## Access 2016: Building and Using Queries

**REFERENCES:** Access 36  
Filter Data

**QUESTION TYPE:** Completion

**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

\_\_\_\_\_ 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

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

Is \_\_\_\_\_ criteria will find all records where no entry has been made in the field.

**ANSWER:**Null

**POINTS:**1

## Access 2016: Building and Using Queries

**REFERENCES:** Access 38  
Apply AND Criteria

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHA.FRIE.16.035 - Use comparison operators with criteria

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

55. Explain the difference between AND and OR criteria.

## Access 2016: Building and Using Queries

**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

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

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

## Access 2016: 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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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

## Access 2016: Building and Using Queries

**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

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

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.

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

## Access 2016: 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

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
- wildcard
- sorting
- query
- datasheet
- filter

## Access 2016 : Building and Using Queries

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

**DATE MODIFIED:** 2/26/2016 8:14 PM

Creates a datasheet of selected fields and records from one or more tables  
**ANSWER:** d

**POINTS:** 1

The lower pane in Query Design View

**ANSWER:** h

**POINTS:** 1

Limiting conditions used to narrow the number of records on a datasheet  
**ANSWER:** g

**POINTS:** 1

Putting records in ascending or descending order based on a field's values

**ANSWER:** c

**POINTS:** 1

Used to search for a pattern

**ANSWER:** b

**POINTS:** 1

73. Creates a temporary subset of records



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

## Access 2016: Building and Using Queries

*ANSWER:* f

*POINTS:* 1

Criterion that finds all records where no entry has been made in the field

*ANSWER:* a

*POINTS:* 1

Allows you to apply some basic formatting modifications such as changing the font size, font face, colors, and gridlines

*ANSWER:* e

*POINTS:* 1

## Concepts: Computer Hardware

A standard desktop computer uses a mouse as its primary pointing device.

True

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

Trackpad is another word for trackball.

True

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

A fitness tracker can be classified as a wearable computer.

True

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

A microphone can convert spoken words or sound information into a digital format.

True

False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Concepts 25  
Input Devices

Concepts: 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

A digital camera is not an input device.

True

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

Most notebook computers use OLED monitors.

True

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

The graphics card can be built or plugged into a computer's motherboard.

True

False

*ANSWER:* True

*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

A hard drive is both the storage device and the storage medium. a. True

## Concepts: Computer Hardware

b. False

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Concepts 30  
Data Storage—An Overview

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 12:04 PM  
**DATE MODIFIED:** 4/26/2016 12:06 PM

Screen size, dot pitch, and color depth are all determined by the graphics card.

True

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

A printer's duty cycle is usually measured in pages per day.

True

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

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

True

False

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

Concepts: Computer Hardware

DATE CREATED: 3/1/2016 12:05 PM

DATE MODIFIED: 4/26/2016 12:12 PM

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

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

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

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

DATE CREATED: 4/26/2016 1:20 PM

DATE MODIFIED: 4/26/2016 1:23 PM

## Concepts : Computer Hardware

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

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

DATE MODIFIED: 3/1/2016 12:05 PM

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

DATE MODIFIED: 3/1/2016 12:05 PM

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

DATE CREATED: 3/1/2016 12:05 PM

DATE MODIFIED: 4/26/2016 9:14 AM

Blue-ray discs and CDs are example of storage devices. \_\_\_\_\_

ANSWER:False - media, medium

## 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  
*DATE MODIFIED:* 4/26/2016 11:59 AM

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  
*DATE CREATED:* 3/1/2016 12:05 PM  
*DATE MODIFIED:* 3/1/2016 12:05 PM

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  
*DATE MODIFIED:* 3/1/2016 12:05 PM

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 c. a stylus  
b. external d. wireless

*ANSWER:* d

*POINTS:* 1

## Concepts Module 2: Computer Hardware

**REFERENCES:** Concepts 24  
Input Devices

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 3/1/2016 12:05 PM

**DATE MODIFIED:** 3/1/2016 12:05 PM

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

**DATE CREATED:** 3/1/2016 12:05 PM

**DATE MODIFIED:** 4/26/2016 8:40 AM

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

**DATE CREATED:** 3/1/2016 12:05 PM

**DATE MODIFIED:** 3/1/2016 12:05 PM

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

**DATE CREATED:** 3/1/2016 12:05 PM

**DATE MODIFIED:** 3/1/2016 12:05 PM

28. A(n) \_\_\_\_\_ mouse is an example of a wireless mouse.



## Concepts Module 2: Computer Hardware

- a. trackball
- b. laser
- c. touchpad
- d. elliptical

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** Concepts 24  
Input Devices

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 3/1/2016 12:05 PM

**DATE MODIFIED:** 3/1/2016 12:05 PM

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

**DATE MODIFIED:** 4/26/2016 8:50 AM

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

**DATE MODIFIED:** 4/26/2016 8:54 AM

31. Two key components of a computer display system are a display device or screen and a(n) \_\_\_\_\_ card.

- a. sound printer
- b. graphics LCD
- c. printer
- d. LCD

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** Concepts 26  
Display Devices

**QUESTION TYPE:**

Multiple Choice

## Concepts Module 2: Computer Hardware

*HAS VARIABLES:* False

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 4/26/2016 9:17 AM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 4/26/2016 9:24 AM

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

*DATE MODIFIED:* 3/1/2016 12:05 PM

35. \_\_\_\_ rate is how fast a screen updates the information being displayed.

- a. Refresh      c. Response
- Image              d. Graphics

## Concepts Module 2: Computer Hardware

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Concepts 27  
Display Devices

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

## Concepts Module 2: Computer Hardware

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

## Concepts Module 2: Computer Hardware

*REFERENCES:* Concepts 29  
Printers

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

46. \_\_\_\_ is the average time it takes a computer to locate data on the storage medium and read it.

## Concepts Module 2: Computer Hardware

- a. Duty cycle
- b. Storage capacity
- c. Data transfer rate. 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

**DATE MODIFIED:** 3/1/2016 12:05 PM

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

**DATE MODIFIED:** 3/1/2016 12:05 PM

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

**DATE CREATED:** 3/1/2016 12:05 PM

**DATE MODIFIED:** 3/1/2016 12:05 PM

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

## Concepts Module 2: Computer Hardware

*HAS VARIABLES:* False

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

## 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

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*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

*DATE CREATED:* 3/1/2016 12:05 PM



## Concepts Module 2: Computer Hardware

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 4/26/2016 12:43 PM

60. \_\_\_\_ is currently the most popular technology for connecting peripherals.

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

*ANSWER:*            d

*POINTS:*            1

## 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

**DATE MODIFIED:** 3/1/2016 12:05 PM

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

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

**DATE MODIFIED:** 4/26/2016 8:57 AM

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

**DATE MODIFIED:** 3/1/2016 12:05 PM

64. A(n) \_\_\_\_\_ is the smallest unit in a graphic image.

**ANSWER:** pixel

picture element picture  
element (pixel) pixel  
(picture element)

**POINTS:** 1

## Concepts Module 2: Computer Hardware

*REFERENCES:* Concepts 27  
Display Devices

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE MODIFIED:* 3/1/2016 12:05 PM

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 4/26/2016 12:45 PM

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.

## Concepts Module 2: Computer Hardware

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  
**DATE MODIFIED:** 3/1/2016 12:05 PM

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  
**DATE MODIFIED:** 4/26/2016 12:17 PM

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

## Concepts Module 2: Computer Hardware

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

*DATE CREATED:* 3/1/2016 12:05 PM

*DATE MODIFIED:* 4/26/2016 1:20 PM

*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

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

*POINTS:* 1

An example of a solid state card.

*ANSWER:* c

*POINTS:* 1

Another term for plug and play.

*ANSWER:* e

*POINTS:* 1

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

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

## Concepts Module 2: Computer Hardware

*POINTS:* 1

Incorporates the memory and reader into one device.

*ANSWER:* d

*POINTS:* 1

## Excel 2016 - Module 2: Working with Formulas and Functions

An Excel complex formula uses more than one arithmetic operator.

True

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

According to the order of precedence for arithmetic operators, operations contained within parentheses are performed last.

True

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

With Auto Fill, dragging the fill handle on a cell copies the cell's contents or continues a series of data into adjacent cells.

True

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

Using the order of precedence for arithmetic operators, these two formulas will calculate the same result:  $=22/2*5 = 22/(2*5)$ .

a. True

## Excel 2016 - Module 2: Working with Formulas and Functions

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

=D8+E8\*0.5 is a complex formula.

True

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

Predefined formulas in Excel are called functions and can be accessed using the Insert Function button.

True

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

When using the Insert Function button or the AutoSum list arrow, it is necessary to type the equal sign. True

False

**ANSWER:** False  
**POINTS:** 1  
**REFERENCES:** Excel 28



## Excel 2016 - Module 2: Working with Formulas and Functions

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

The COUNT function in Excel returns the number of all cells in a range that contain any type of data. True  
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  
*DATE MODIFIED:* 2/26/2016 8:03 PM

Using the Cut command completely removes data from its original location, while the Copy command leaves information in its original location.

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

An absolute cell reference changes the cell references when the formula is copied to a new location. True  
False

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

## 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

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

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

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

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

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

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

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

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

**DATE MODIFIED:** 4/3/2016 9:41 AM

Excel's Formula AutoComplete feature suggests functions depending on the letters typed by the user.

---

**ANSWER:** True

**POINTS:** 1

## 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

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

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

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

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

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

**DATE CREATED:** 4/3/2016 9:21 PM

**DATE MODIFIED:** 4/3/2016 9:23 PM

A cell reference that does not change when it is copied is called a(n) relative cell reference.

## 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  
**DATE CREATED:** 2/26/2016 8:03 PM  
**DATE MODIFIED:** 2/26/2016 8:03 PM

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

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

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

## Excel 2016 - Module 2: Working with Formulas and Functions

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

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

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

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

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

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

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

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

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

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

## Excel 2016 - Module 2: Working with Formulas and Functions

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

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

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

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

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

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

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

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

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

## 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  
*DATE CREATED:* 2/26/2016 8:03 PM  
*DATE MODIFIED:* 2/26/2016 8:03 PM

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

When cells are copied using Excel's copy function, what happens to the data in the copied cells?

The data is permanently deleted from the copied cells.

The data is temporarily deleted from the copied cells.

The data remains in its original location.

The data is moved to another location and removed from its original location.

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

## Excel 2016 - Module 2: Working with Formulas and Functions

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

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

Once the Office Clipboard reaches its maximum of 24 items, how does it handle new items that are copied or cut?

The user sees a “clipboard full” message.

The clipboard automatically deletes all items and starts over with the new item.

The clipboard prompts the user to delete items.

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

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

When cells or rows are inserted or deleted in an Excel worksheet, how are cell references affected by the insertion or deletion?

Cell references are not affected.

The user must insert new cell references.

The user is prompted to enter new cell references.

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

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

Which tab and group will allow the insertion of rows and columns in a worksheet?

Home tab, Styles group

Page Layout tab, Page Format group

Home tab, Cells group

Page Layout tab, Cells group



## Excel 2016 - Module 2: Working with Formulas and Functions

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

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

## Excel 2016 - Module 2: Working with Formulas and Functions

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

An Excel user should use a relative cell reference when it is important to \_\_\_\_\_.

preserve the relationship to the formula location

never change the formula

preserve the exact cell address in a formula

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

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

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

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

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

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

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

## Excel 2016 - Module 2: Working with Formulas and Functions

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

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

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

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

In the formula =ROUND(D4:F4,0), what does the zero indicate?

The number of decimal places in the rounded number.

The number of times the formula should be repeated.

A null value.

The value for cell F4.

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Excel 40

*QUESTION TYPE:* Round a Value with a Function

*HAS VARIABLES:* Multiple Choice

*DATE CREATED:* False

Excel templates make professional looking \_\_\_\_\_ in the template.

*ENHE.REDI.16.035 - Use Formula AutoComplete to insert a function*  
2/26/2016 8:03 PM  
2/26/2016 8:03 PM

*DATE MODIFIED:* creating a spreadsheet easier by including all of the following EXCEPT

- 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

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

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

## 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

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

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. .xlsx
- c. .xltx
- 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

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

**ANSWER:** complex

**POINTS:** 1

**REFERENCES:** Create a Complex Formula

## Excel 2016 - Module 2: Working with Formulas and Functions

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

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

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

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

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

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

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

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

54. Excel's \_\_\_\_\_ feature suggests functions depending on the first letters typed by the user.

*ANSWER:* Formula AutoComplete

Formula Auto Complete

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

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

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

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  
**DATE CREATED:** 2/26/2016 8:03 PM  
**DATE MODIFIED:** 4/3/2016 9:50 AM

## Excel 2016 - Module 2: Working with Formulas and Functions

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

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

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

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

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

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

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



Excel 2016 - Module 2: Working with Formulas and Functions

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  
**DATE MODIFIED:** 4/2/2016 10:07 PM

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

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

Excel 2016 - Module 2: Working with Formulas and Functions

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  
*DATE MODIFIED:* 4/3/2016 9:51 AM

**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.

Excel 2016 - Module 2: Working with Formulas and Functions

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  
 DATE MODIFIED: 4/3/2016 9:28 PM

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  
 DATE MODIFIED: 4/3/2016 9:33 PM

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

## Excel 2016 - Module 2: Working with Formulas and Functions

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

*DATE MODIFIED:* 4/3/2016 9:32 PM

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

drag-and-drop method

template

COUNT

\$G\$6

\$G6

relative

Paste list arrow

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

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

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

Allows the user to move or copy data from one cell to another without using the Clipboard.

*ANSWER:* a

*POINTS:* 1

Predesigned workbook files that contain labels, values, formulas, and formatting.

*ANSWER:* b

*POINTS:* 1

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

*ANSWER:* c

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

## Excel 2016 - Module 2: Working with Formulas and Functions

*POINTS:* 1

Absolute cell  
reference. *ANSWER:* d

*POINTS:* 1

Mixed cell  
reference. *ANSWER:* e

*POINTS:* 1

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

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

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

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

You can increase efficiency by integrating the information you create in Word, Excel, and Access.

True

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

When you link an Access table to an Excel worksheet, you cannot delete any of the columns or rows that contain copied data.

True

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

You can import data from an Excel spreadsheet into Access.

True

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

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.

True

False

**ANSWER:** False

## 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

The Import Spreadsheet Wizard dialog box displays a preview of the Access table.

True

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

Copying a table from Word and pasting it into a new or existing table in Access saves typing time and minimizes errors.

True

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

You cannot import data into an Access database table from a text file.

True

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

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

*DATE CREATED:* 2/26/2016 7:26 PM

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

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

True

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

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

Before exporting data from Excel into Access, you need to remove titles, subtitles, charts, and any other extraneous data.

True

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

*DATE CREATED:* 2/26/2016 7:26 PM

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

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.

True

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

*DATE MODIFIED:* 3/27/2016 4:36 PM

11. If a column heading has the name Participants in an Excel worksheet, you can change it to Volunteers when you



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

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

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

- True
- 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

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.

- True
- 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

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

- True
- False

**ANSWER:** False

**POINTS:** 1

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

**REFERENCES:** Copy a Word Table to Access  
Integration 22

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**DATE CREATED:** 3/27/2016 1:49 PM

**DATE MODIFIED:** 3/27/2016 1:50 PM

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.

True

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

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

True

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

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

True

False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Integration 26  
Link an Access Table to Word

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

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

*DATE CREATED:* 3/27/2016 2:09 PM

*DATE MODIFIED:* 3/27/2016 2:11 PM

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

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

You can modify cell formatting of pasted data in Excel that is linked to the Access source table.

True

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

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

When you create a link between an Access database and an Excel worksheet, you can perform calculations but you cannot create charts.

True

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

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

True

False

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

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* Integration 26  
Link an Access Table to Word

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 3/27/2016 6:42 PM

*DATE MODIFIED:* 3/27/2016 6:47 PM

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

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

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

You do not need to close an Access table before you check if linked data has been updated in Excel and Word.

True

False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* Integration 26  
Link an Access Table to Word

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 3/27/2016 2:06 PM

*DATE MODIFIED:* 3/27/2016 2:08 PM

When you open files created in different applications, you need to create them on the same computer logged in as the same user.

True

False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* Integration 26  
Link an Access Table to Word

*QUESTION TYPE:* True / False

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

*HAS VARIABLES:* False

*DATE CREATED:* 3/27/2016 2:02 PM

*DATE MODIFIED:* 3/27/2016 2:03 PM

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

*DATE CREATED:* 2/26/2016 7:26 PM

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

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

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

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

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

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

*QUESTION TYPE:* Modified True / False

*HAS VARIABLES:* False

*DATE CREATED:* 3/27/2016 4:19 PM

*DATE MODIFIED:* 3/27/2016 4:21 PM

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

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

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

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

*DATE CREATED:* 2/26/2016 7:26 PM

*DATE MODIFIED:* 3/27/2016 10:14 AM

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

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

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Import an Excel Worksheet into Access  
Integration 20

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 3/27/2016 2:24 PM

**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

**DATE MODIFIED:** 3/27/2016 4:02 PM

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

**DATE CREATED:** 2/26/2016 7:26 PM

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

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

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

**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

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

**DATE CREATED:** 2/26/2016 7:26 PM

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

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

**DATE CREATED:** 2/26/2016 7:26 PM

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

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

**DATE CREATED:** 2/26/2016 7:26 PM

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



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

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

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

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

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

41. To copy a table in Word, click the table select button, and then click the Copy button in the \_\_\_\_\_ group.

- a. Table Copy c. Advanced
- b. Clipboard
- 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

DATE MODIFIED: 3/27/2016 4:27 PM

42. Excel contains \_\_\_\_\_ tools not available in Access.

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

ANSWER: c

POINTS: 1

Copyright Cengage Learning. Powered by Cognero.

## 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

**DATE CREATED:** 2/26/2016 7:26 PM

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

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

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

**DATE CREATED:** 2/26/2016 7:26 PM

**DATE MODIFIED:** 3/27/2016 1:00 PM

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 a

**ANSWER:**

**POINTS:** 1

**REFERENCES:** Import an Excel Worksheet into Access  
Integration 20

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

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

**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

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

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

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

**DATE CREATED:** 2/26/2016 7:26 PM

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

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

**DATE CREATED:** 2/26/2016 7:26 PM

## 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

*DATE MODIFIED:* 3/27/2016 1:21 PM

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

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

- 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

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

After pasting data into Excel that is linked to an Access source table, you can \_\_\_\_.

- delete rows  
modify cell formatting  
delete columns  
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  
Plain Text      d. Unformatted Unicode Text

**ANSWER:** a

**POINTS:** 1

## 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

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

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

**DATE CREATED:** 2/26/2016 7:26 PM

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

59. In Excel, to adjust the column widths to Autofit, select the data, click the \_\_\_\_\_ button in the Cells

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

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

**DATE CREATED:** 3/27/2016 7:13 PM

**DATE MODIFIED:** 3/27/2016 7:20 PM

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

**DATE CREATED:** 3/27/2016 7:23 PM

**DATE MODIFIED:** 3/27/2016 7:26 PM

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

**DATE CREATED:** 2/26/2016 7:26 PM

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

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

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

*DATE CREATED:* 2/26/2016 7:26 PM

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

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

*DATE CREATED:* 2/26/2016 7:26 PM

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

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

*DATE CREATED:* 2/26/2016 7:26 PM

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

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



## 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  
**DATE CREATED:** 2/26/2016 7:26 PM  
**DATE MODIFIED:** 2/26/2016 7:26 PM

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

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

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

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

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

**DATE CREATED:**

2/26/2016 7:26 PM

**DATE MODIFIED:**

2/26/2016 7:26 PM

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

**DATE MODIFIED:**

3/27/2016 5:56 PM

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

## 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

*DATE CREATED:* 2/26/2016 7:26 PM

*DATE MODIFIED:* 3/27/2016 5:59 PM

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

chart

Formatted Text (RTF)

Copy and Paste Special commands

Import Spreadsheet Wizard

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

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

Used to copy an Access table and paste it into Excel as a link. *ANSWER:* c

*POINTS:* 1

A tool that enables you to transfer Excel data into an Access table.

*ANSWER:* d

*POINTS:* 1

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

*POINTS:* 1

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.

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

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

*ANSWER:* e

*POINTS:* 1

## 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

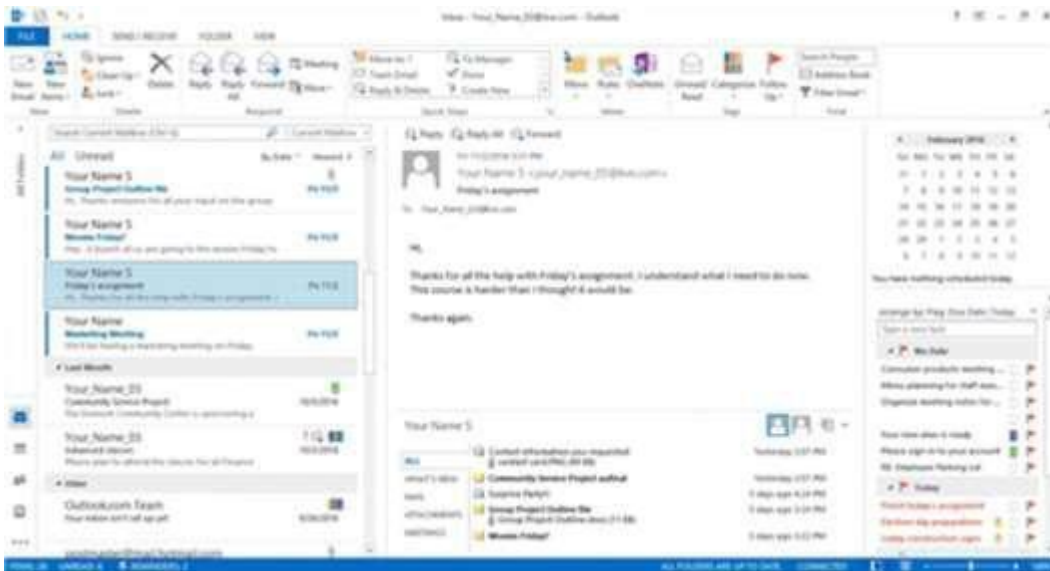
QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

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



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

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

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

3. In the accompanying figure, when Mail is active the \_\_\_\_ includes the number of messages in the Inbox, the mail

## Outlook 2016 - Module 2: Managing Information Using Outlook

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

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

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

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

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

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

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

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

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

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

## Outlook 2016 - Module 2: Managing Information Using Outlook

- 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  
**DATE CREATED:** 2/26/2016 7:35 PM  
**DATE MODIFIED:** 2/26/2016 7:35 PM

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

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

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

## 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

**DATE CREATED:** 2/26/2016 7:35 PM

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

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

**DATE CREATED:** 2/26/2016 7:35 PM

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

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

**DATE CREATED:** 2/26/2016 7:35 PM

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

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



## Outlook 2016 - Module 2: Managing Information Using Outlook

*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

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

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

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

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

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

*DATE CREATED:* 2/26/2016 7:35 PM

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

## Outlook 2016 - Module 2: Managing Information Using Outlook

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

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

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

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

19. The calendar can be viewed by all of the following EXCEPT \_\_\_\_.

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

ANSWER: d

## Outlook 2016 - Module 2: Managing Information Using Outlook

**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

## Outlook 2016 - Module 2: Managing Information Using Outlook

*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

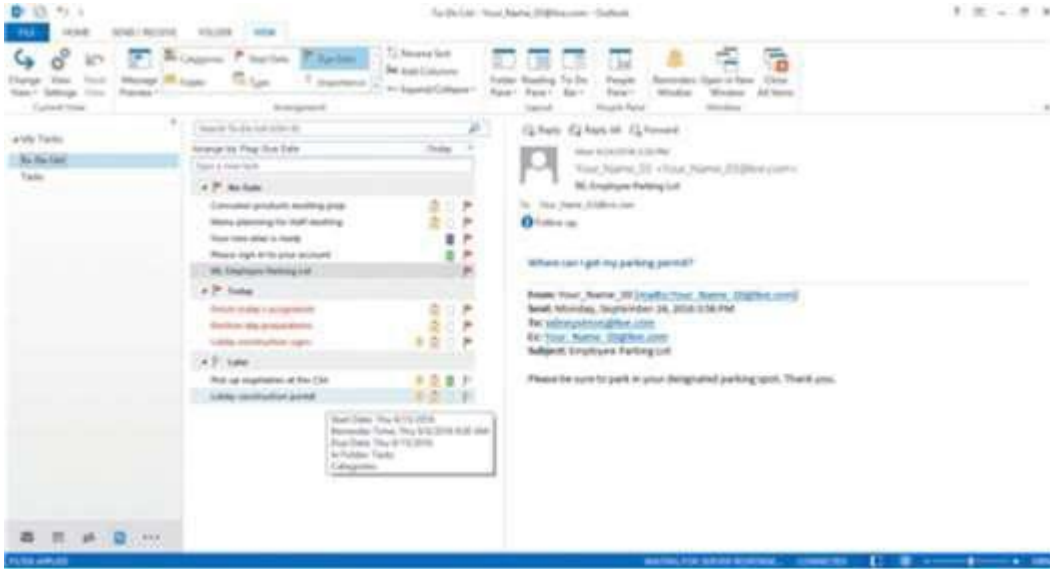
*HAS VARIABLES:* False

*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

## 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

## Outlook 2016 - Module 2: Managing Information Using Outlook

### c. Tasksd. 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

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

## Outlook 2016 - Module 2: Managing Information Using Outlook

**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

## 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

Options for updating the social network information in Outlook include \_\_\_\_.

you can be prompted before updating

you can never update the information

you can have the updates appear in your Outlook without prompting

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



## Outlook 2016 - Module 2: Managing Information Using Outlook

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

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

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

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

Tasks cannot have reminders. \_\_\_\_\_

*ANSWER:* False - can

*POINTS:* 1

*REFERENCES:* Manage Tasks  
Outlook 34

## 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

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

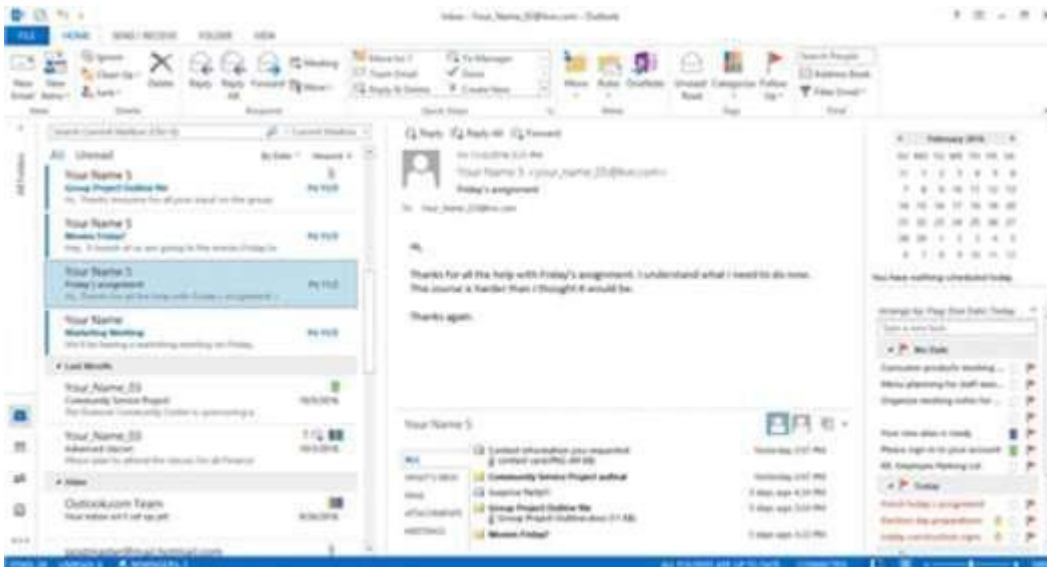
If you share calendars through a network, you can click the All Calendars button in the Manage Calendars group on the HOME tab, click Open Shared Calendar to view the calendars of your colleagues. \_\_\_\_\_

**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



## Outlook 2016 - Module 2: Managing Information Using Outlook

In the accompanying figure, the Date Navigator gives you an overview of the month.

True

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

You can customize the Navigation Pane to your personal preferences.

True

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

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

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

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

a. True

## Outlook 2016 - Module 2: Managing Information Using Outlook

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

You can set up recurring activities by specifying the recurrence parameters.

True

False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Manage Your Calendar  
Outlook 32

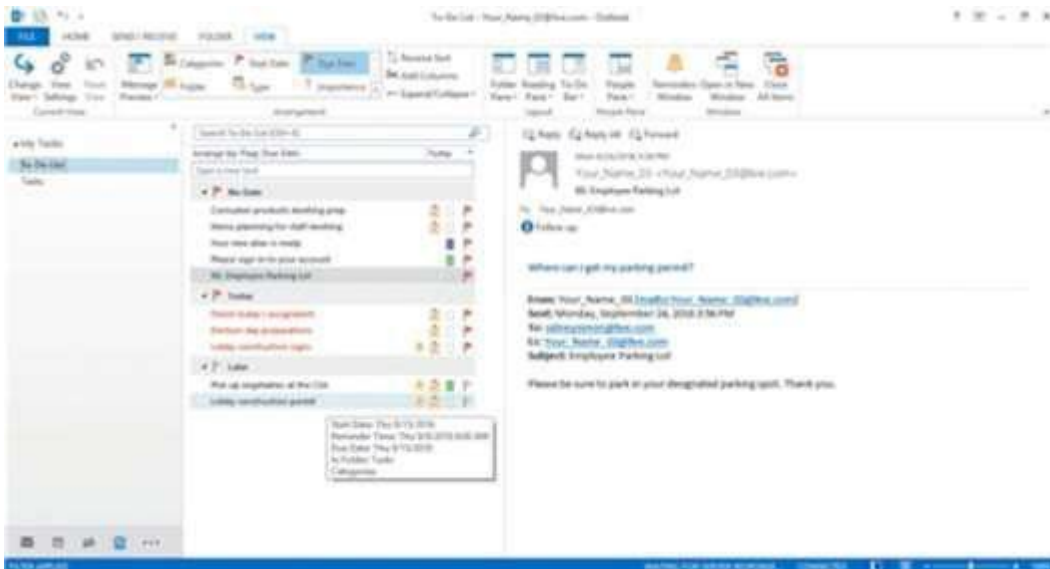
**QUESTION TYPE:** True / False

**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



In the accompanying figure, the tasks are arranged by Category.

True

False

**ANSWER:** False

## Outlook 2016 - Module 2: Managing Information Using Outlook

*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

When you create a note in Outlook, you can forward it to share an idea with someone.

True  
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

You can drag a note to the Tasks button in the Navigation Pane to create a task based on the note.

True  
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

The social network sites listed in the Social Network Accounts dialog box are unlikely to change over time.

True  
False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* Connect Mail to Contacts  
Outlook 38

## 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

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 in his or her social network profile.

True  
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

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

## Outlook 2016 - Module 2: Managing Information Using Outlook

way.

**ANSWER:** rule

**POINTS:** 1

**REFERENCES:** Organize Email  
Outlook 28

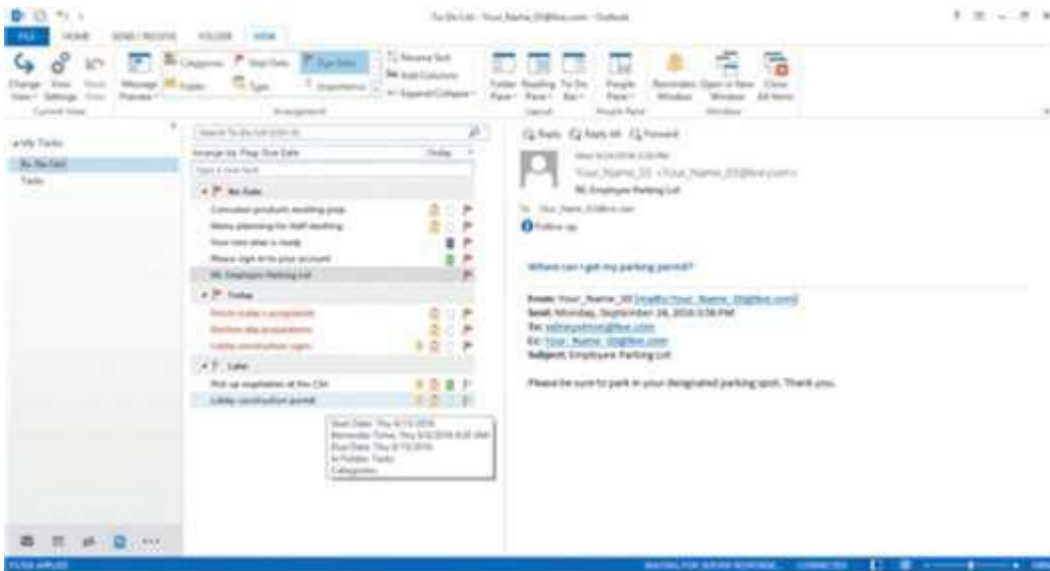
**QUESTION TYPE:** Completion

**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



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

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

## 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

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.



## Outlook 2016 - Module 2: Managing Information Using Outlook

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

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

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.

## 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

Allows you to switch between modules

**ANSWER:** f

**POINTS:** 1

Can be minimized or expanded

**ANSWER:** b  
**POINTS:** 1

Option that determines how many lines of each email in the center pane you see

**ANSWER:** d

**POINTS:** 1

Includes the Date Navigator and tasks

**ANSWER:** a

**POINTS:** 1

Gives you an overview of the month

**ANSWER:** c  
**POINTS:** 1

## Outlook 2016 - Module 2: Managing Information Using Outlook

Mail, Calendar, People, and Tasks are all examples of this

*ANSWER:* e

*POINTS:* 1

In Outlook, you can access weather information in the Calendar view.

Yes

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

Message threading allows you to navigate through a group of messages, seeing all replies and forwards from all recipients about a particular topic.

True

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

All of the following are fields found in a completed new contact card EXCEPT \_\_\_\_\_.

prior education

phone number

picture

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.

## Outlook 2016 - Module 2: Managing Information Using Outlook

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

Microsoft Outlook does not require the creation of a personal account before use.

True

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

## Windows 10 - Module 2: Understanding File Management

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

True

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

In a window, the Address bar is located just above the title bar.

True

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

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

True

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

Subfolders are folders that are inside of other folders.

True

False

**ANSWER:** True

## 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

Windows 10 comes with several existing folders.

True

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

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.

True

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

Subfolders appear shaded under the folders that contain them showing that they are inside that folder.

True

False

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

## 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

The Address bar is just below the Ribbon.

True  
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

RAM is a permanent storage location.

True  
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

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

True  
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

## Windows 10 - Module 2: Understanding File Management

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

True

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

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

True

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

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

True

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

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

True

False

**ANSWER:** True

**POINTS:** 1



## 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

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

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

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

**DATE MODIFIED:** 3/23/2016 8:42 PM

## Windows 10 - Module 2: Understanding File Management

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

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

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

## Windows 10 - Module 2: Understanding File Management

*DATE CREATED:* 2/26/2016 7:20 PM

*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

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?

## Windows 10 - Module 2: Understanding File Management

- 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 Computerd. People

**ANSWER:** a  
**POINTS:** 1

## Windows 10 - Module 2: Understanding File Management

**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

## 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

## Windows 10 - Module 2: Understanding File Management 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

## Windows 10 - Module 2: Understanding File Management

**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



## 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

## Windows 10 - Module 2: Understanding File Management

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

## Windows 10 - Module 2: Understanding File Management

**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

## Windows 10 - Module 2: Understanding File Management

*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

## Windows 10 - Module 2: Understanding File Management

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

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

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

## 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

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

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

## 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

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.

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

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

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



## Windows 10 - Module 2: Understanding File Management

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

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
- subfolder
- layout
- file extension
- USB flash drive
- 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

## 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

A folder contained within another folder

*ANSWER:* b

*POINTS:* 1

One or more pieces of information that helps Windows 10 locate the file you want

*ANSWER:* a

*POINTS:* 1

One of 8 different ways to view your files and folders

*ANSWER:* c

*POINTS:* 1

A set of characters at the end of a filename used to identify the file type

*ANSWER:* d

*POINTS:* 1

Small, portable storage media

*ANSWER:* e

*POINTS:* 1

A copy of a file that is stored externally in case something happens to the original file

*ANSWER:* f

*POINTS:* 1

## Word 2016 - Module 2: Editing Documents

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

True

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

When you use the Save command to save changes to a file, you overwrite the stored file.

True

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

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

True

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

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

False

**ANSWER:** True

## 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

Clicking the Find button in the Editing group opens the Navigation pane.

True

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

Word inserts an AutoCorrect entry after you press [Spacebar] or a punctuation mark.

True

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

You can create your own AutoCorrect entries.

True

False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* Check Spelling and Grammar  
Word 35

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

To test a hyperlink, press [Ctrl] and then click the hyperlink.

True

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

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

## Word 2016 - Module 2: Editing Documents

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

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

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 Multiple

QUESTION TYPE: Choice

## Word 2016 - Module 2: Editing Documents

*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

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

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

## Word 2016 - Module 2: Editing Documents

Where is the Show/Hide ¶ button?

in the Paragraph group on the HOME tab

in the Symbols group on the DESIGN tab

in the Symbols group on the INSERT tab

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

Which of the following is NOT a way to add the selected text to the Clipboard?

Press [Ctrl][X].

Use the mouse to drag the text to the Clipboard.

Press [Ctrl][C].

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



## 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

*DATE CREATED:* 2/26/2016 7:45 PM

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

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

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

24. Which of the following is NOT an option in the Paste Options menu?

- a. Keep Source Formatting
- b. Merge Formatting

## Word 2016 - Module 2: Editing Documents

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

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

If a document window has been split into two panes, how can you restore the window to a single pane?

- Double-click the split bar.
- Right-click the split bar and click Remove Split.
- Drag the split bar to the bottom of the document.
- 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  
**DATE CREATED:** 2/26/2016 7:45 PM  
**DATE MODIFIED:** 2/26/2016 7:45 PM

Which of the following does *NOT* happen when you copy an item to the Office Clipboard?

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

## Word 2016 - Module 2: Editing Documents

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

What happens when you click an item on the Office Clipboard?

The item is moved to the system Clipboard.

A ScreenTip appears.

The item is deleted from the Office Clipboard.

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

What kind of items can be stored on the Office Clipboard?

Items collected from Word only.

Items collected from any program.

Items collected from any word processing program.

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

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.

## Word 2016 - Module 2: Editing Documents

- 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

**DATE CREATED:** 2/26/2016 7:45 PM

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

How do you delete an individual item from the Office Clipboard?

- Click the item, then press the Delete key.
- Click the list arrow next to the item, and then click Delete.
- Click the icon to the left of the item.

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

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

How do you open the Clipboard task pane?

- The Clipboard launches automatically when you copy or cut text.
- Click the Paste list arrow in the Clipboard group, then click Clipboard.
- Click the launcher in the Clipboard group.
- 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

**DATE CREATED:** 2/26/2016 7:45 PM

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

## 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

**DATE CREATED:** 2/26/2016 7:45 PM

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

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

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

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

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

36. Which feature would you use to correct words that you frequently misspell as you type?

- a. Spelling and Grammar
- b. AutoCorrect

## Word 2016 - Module 2: Editing Documents

- 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  
**DATE CREATED:**              2/26/2016 7:45 PM  
**DATE MODIFIED:**            2/26/2016 7:45 PM

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

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

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

## Word 2016 - Module 2: Editing Documents

**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

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

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

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

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

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

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

## Word 2016 - Module 2: Editing Documents

**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

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

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

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

**DATE CREATED:** 2/26/2016 7:45 PM

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

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

**DATE CREATED:** 2/26/2016 7:45 PM

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

To reverse the last action you took in a document, click the \_\_\_\_\_ button on the Quick Access toolbar.

**ANSWER:**Undo



## 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

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

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

## Word 2016 - Module 2: Editing Documents

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

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

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

## 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

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

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

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.

## Word 2016 - Module 2: Editing Documents

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

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

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

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

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

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



## Word 2016 - Module 2: Editing Documents

*POINTS:* 1

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

True

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

The function keys are used as keyboard shortcuts.

True

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

The navigation pane can be used to expedite the insertion point within a document.

True

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

You can fax a document from within Word without registration with a third party fax service.

True

False

*ANSWER:* False

*POINTS:* 1

## Word 2016 - Module 2: Editing Documents

*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

Add-ins are small programs in Word that allow you to access information on the web without leaving Word.

True

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

If you work with a blog, you must work entirely outside of Word.

True

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

The Smart Lookup tab is found within the Insights group on the Review tab.

Yes

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.



## Word 2016 - Module 2: Editing Documents

- 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

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

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

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

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

## 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

Document properties are user-defined details about a file that describe its contents and origin.

True

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

In the Outline pane, a highlighted slide icon next to the slide number indicates that the slide is selected. True

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

It is impossible open a PowerPoint 97-2007 presentation in PowerPoint 2016.

True

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

Pressing [Shift][Enter] while the cursor is in the text object creates a new slide with the same layout as the previous slide.

True

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

The Quick Access Toolbar contains basic text-formatting commands, such as bold and italic, and appears when you select text using the mouse.

True

False

## PowerPoint 2016 - Module 2: Modifying a Presentation

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Format Text  
PowerPoint 28

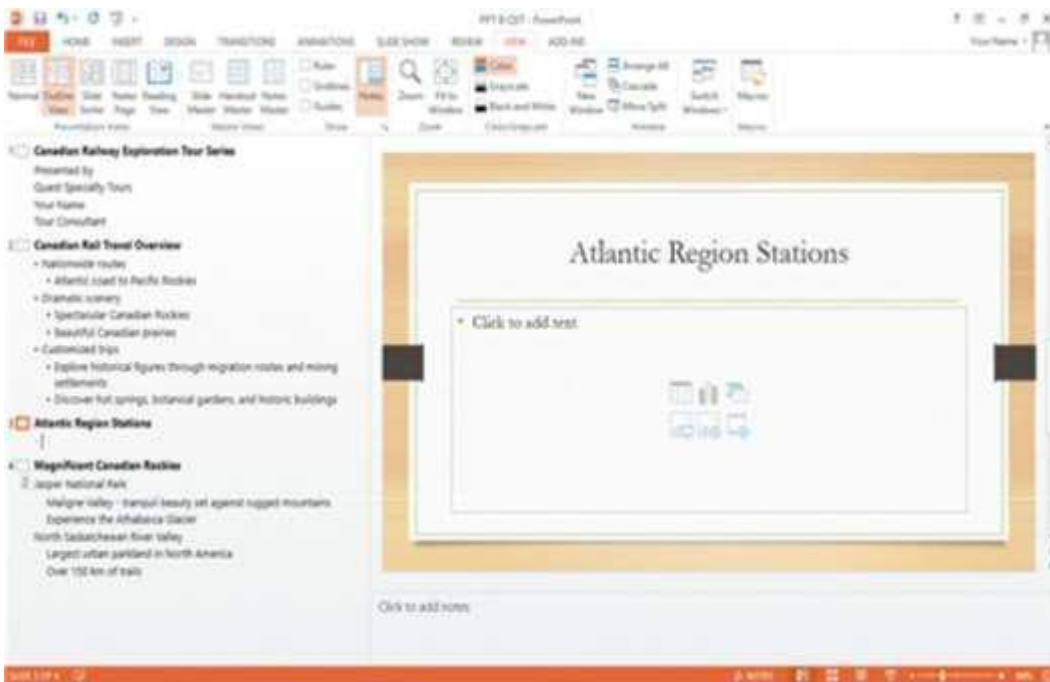
**QUESTION TYPE:** True / False

**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



In the accompanying figure, slide 4 is selected in the slide pane.

True

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

In the accompanying figure, slide 1 has 3 second-level bullets.

True

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

In the accompanying figure, it is possible to convert the last bullet in slide 4 to become the 5th slide. True

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

In the accompanying figure, slide 3 has only 1 content placeholder.

True

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

## 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

When you are working in Outline view, a new slide is created when you press [Shift][Tab].

True

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

There are nine basic categories of SmartArt graphics that illustrate text differently.

True

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

**DATE MODIFIED:** 2/26/2016 7:22 PM

In PowerPoint, it is possible to combine several shapes together to make a more complex figure.

True

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

*DATE MODIFIED:* 2/26/2016 7:22 PM

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.

True

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

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

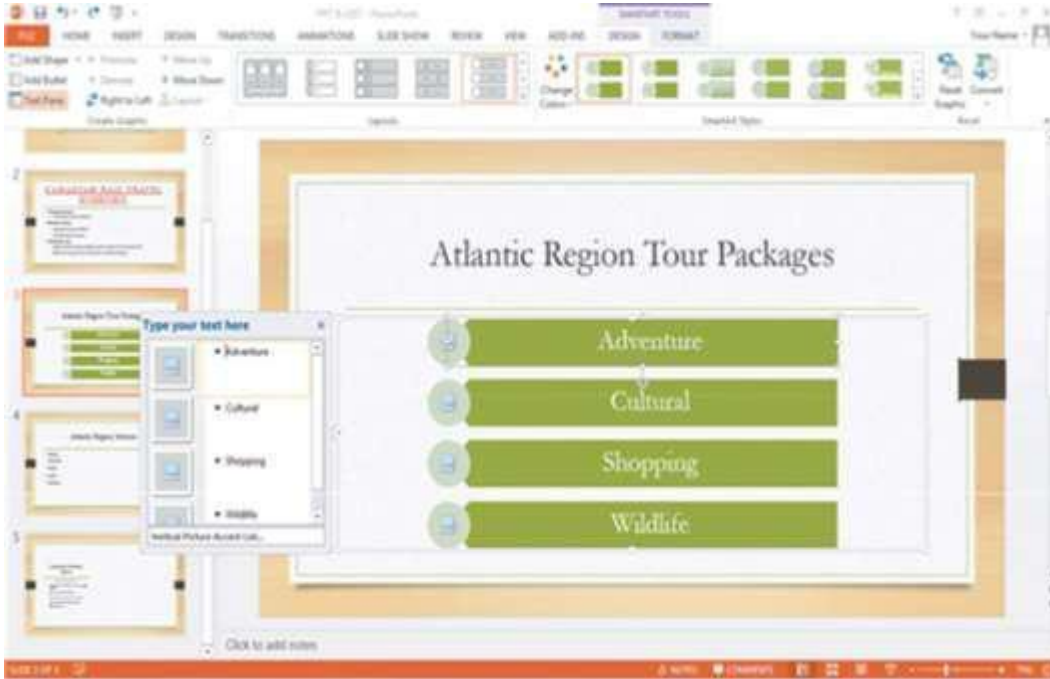
*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* BESK.OFIN.16.300 - Create a SmartArt graphic

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

## PowerPoint 2016 - Module 2: Modifying a Presentation



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

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

DATE MODIFIED: 2/26/2016 7:22 PM

17. In the accompanying figure, the box that says "Type your text here" is called a(n) text pane.



## PowerPoint 2016 - Module 2: Modifying a Presentation

---

**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

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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

**LEARNING OBJECTIVES:** BESK.OFIN.16.303 - Create a shape

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

**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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

**QUESTION TYPE:** Multiple Choice  
**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

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

34. A \_\_\_\_ graphic is a professional-quality diagram that visually illustrates text.

## PowerPoint 2016 - Module 2: Modifying a Presentation

- 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

DATE CREATED: 2/26/2016 7:22 PM

DATE MODIFIED: 2/26/2016 7:22 PM

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

DATE CREATED: 2/26/2016 7:22 PM

DATE MODIFIED: 2/26/2016 7:22 PM

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

DATE MODIFIED: 2/26/2016 7:22 PM

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

## 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

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

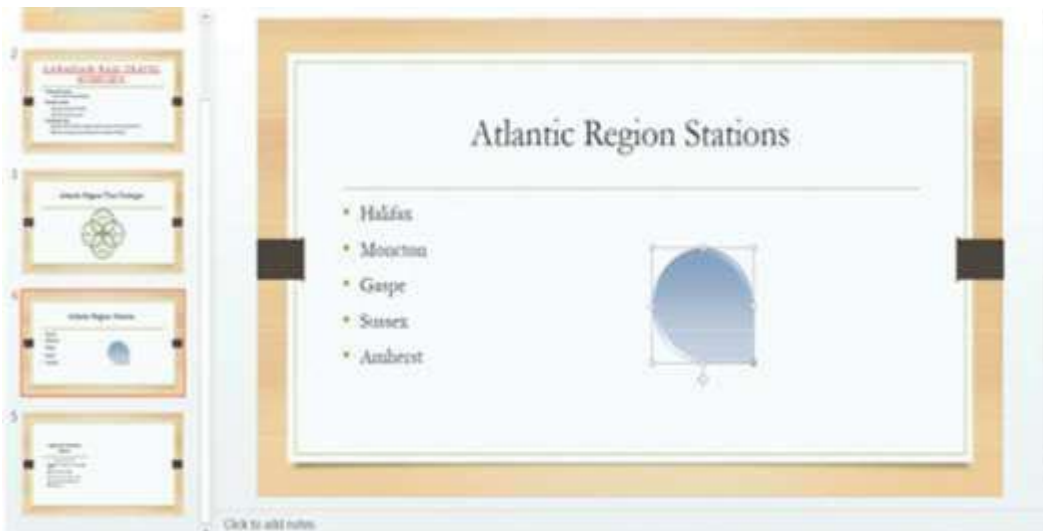
**QUESTION TYPE:** Multiple Choice

**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

## 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  
*DATE MODIFIED:* 2/26/2016 7:22 PM

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  
*DATE CREATED:* 2/26/2016 7:22 PM  
*DATE MODIFIED:* 2/26/2016 7:22 PM

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  
*DATE MODIFIED:* 2/26/2016 7:22 PM

42. In the PowerPoint rulers, the current location of the cursor is identified by a small \_\_\_\_ in the ruler.  
a. adjustment handle      c. bullet  
dashed blue line      d. dotted red line

*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* Edit and Duplicate  
Shapes PowerPoint 36  
*QUESTION TYPE:* Multiple Choice



## 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

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

## PowerPoint 2016 - Module 2: Modifying a Presentation

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

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

*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  
*DATE MODIFIED:* 2/26/2016 7:22 PM

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  
*DATE MODIFIED:* 2/26/2016 7:22 PM

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  
*DATE MODIFIED:* 2/26/2016 7:22 PM

### 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

## PowerPoint 2016 - Module 2: Modifying a Presentation

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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

Hannah would also like to add a special effect to the arrows to improve their appearance, so she clicks the \_\_\_\_.

- More button on the WordArt Styles group to view Quick Styles
- Edit Shape list arrow on the Format tab
- More button in the Shape Styles group to view Quick Styles
- Convert to SmartArt graphic button in the Paragraph group

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Insert and Modify Shapes  
PowerPoint 32  
**QUESTION TYPE:** Multiple Choice

## 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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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

**DATE CREATED:** 2/26/2016 7:22 PM

**DATE MODIFIED:** 2/26/2016 7:22 PM

Hannah displays the two guides on the slide and creates an additional guide by \_\_\_\_\_.

right-clicking the slide, then clicking New Guide

pressing [Ctrl], then dragging an existing guide right-clicking an existing

guide, then dragging the new guide to a new location 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

**DATE MODIFIED:** 2/26/2016 7:22 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

**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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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.

## PowerPoint 2016 - Module 2: Modifying a Presentation

**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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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  
**DATE CREATED:** 2/26/2016 7:22 PM  
**DATE MODIFIED:** 2/26/2016 7:22 PM

## PowerPoint 2016 - Module 2: Modifying a Presentation

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

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE CREATED:* 2/26/2016 7:22 PM

*DATE MODIFIED:* 2/26/2016 7:22 PM

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

*DATE MODIFIED:* 2/26/2016 7:22 PM

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



## PowerPoint 2016 - Module 2: Modifying a Presentation

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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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, 1<sup>st</sup> or 3<sup>rd</sup>. 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<sub>2</sub>O and CO<sub>2</sub>. 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  
**DATE MODIFIED:** 2/26/2016 7:22 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation

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

*DATE MODIFIED:* 2/26/2016 7:22 PM

Displays the computer's measurement system

*ANSWER:* e

*POINTS:* 1

Makes it easy to move objects

*ANSWER:* a

*POINTS:* 1

Is sometimes transparent

*ANSWER:* c

*POINTS:* 1

Moves items in a  
stack

*ANSWER:* d

*POINTS:* 1

Snaps objects to a grid of evenly spaced vertical and horizontal  
lines

*ANSWER:* b

*POINTS:* 1

If you choose to distribute objects relative to each other, PowerPoint will evenly divide the empty space among all the selected objects.

True

False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Align and Group Objects  
PowerPoint 38

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/10/2016 9:20 PM

*DATE MODIFIED:* 4/10/2016 9:23 PM

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

## PowerPoint 2016 - Module 2: Modifying a Presentation