

**Productivity App: Productivity Apps for School and Work**

**Solution Manual for Illustrated Microsoft Office 365 and Word 2016 Comprehensive 1st Edition Duffy and Cram 9781305878303**

Full link download

Solution Manual

<https://testbankpack.com/p/solution-manual-for-illustrated-microsoft-office-365-and-word-2016-introductory-1st-edition-duffy-9781305878280/>

Test Bank

<https://testbankpack.com/p/test-bank-for-illustrated-microsoft-office-365-and-word-2016-introductory-1st-edition-duffy-9781305878280/>

1. OneNote will not function at all without an Internet connection.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PA-2  
Syncing a Notebook to the Cloud

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:21 PM

DATE MODIFIED: 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Converting Handwriting to Text  
PA-3

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:26 PM

DATE MODIFIED: 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.

- a. True
- b. False

ANSWER: True

POINTS: 1

NAME: \_\_\_\_\_ REFERENCE: PA-4 \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Recording a Lecture

**Productivity App: Productivity Apps for School and Work**

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:27 PM

DATE MODIFIED: 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Sway  
PA-6

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:35 PM

DATE MODIFIED: 4/26/2016 7:38 PM

5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Creating a Sway Presentation  
PA-6

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:38 PM

DATE MODIFIED: 4/26/2016 7:46 PM

6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Introduction to Sway  
PA-6

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:46 PM

DATE MODIFIED: 4/26/2016 7:48 PM

7. Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.

**Productivity App: Productivity Apps for School and Work**

- a. True
- b. False

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Introduction to Office  
PA-10  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:48 PM  
**DATE MODIFIED:** 4/26/2016 7:49 PM

8. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.

- a. True
- b. False

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Capturing Video Clips  
PA-11  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:50 PM  
**DATE MODIFIED:** 4/26/2016 7:51 PM

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.

- a. True
- b. False

**ANSWER:** False  
**POINTS:** 1  
**REFERENCES:** Inserting Quizzes, Live Webpages, and Apps  
PA-12  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:51 PM  
**DATE MODIFIED:** 4/26/2016 7:52 PM

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.

- a. True
- b. False

**ANSWER:** False  
**POINTS:** 1

**Productivity App: Productivity Apps for School and Work**

**REFERENCES:** Introduction to Microsoft Edge  
PA-14

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**DATE CREATED:** 4/26/2016 7:52 PM

**DATE MODIFIED:** 4/26/2016 7:53 PM

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.

a. True

b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Locating Information with Cortana  
PA-14

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**DATE CREATED:** 4/26/2016 7:54 PM

**DATE MODIFIED:** 4/26/2016 7:55 PM

12. Microsoft Edge will allow users to save webpages, but they cannot be written on.

a. True

b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Annotating Webpages  
PA-15

**QUESTION TYPE:** True / False

**HAS VARIABLES:** False

**DATE CREATED:** 4/26/2016 7:56 PM

**DATE MODIFIED:** 4/26/2016 7:57 PM

13. Each OneNote notebook is divided into sections, also called Section Tabs. \_\_\_\_\_

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Introduction to OneNote 2016  
PA-2

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**DATE CREATED:** 4/26/2016 7:57 PM

**DATE MODIFIED:** 4/26/2016 7:59 PM

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14. It is possible, through OneNote, to draw directly on the screen using drawing tools. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Introduction to OneNote 2016  
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:59 PM

DATE MODIFIED: 4/26/2016 7:59 PM

15. OneNote only allows one type of project to be stored at a time. \_\_\_\_\_

ANSWER: False -

POINTS: 1

REFERENCES: Creating a OneNote Notebook  
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:01 PM

DATE MODIFIED: 4/26/2016 8:03 PM

16. A Sway site can be shared on Microsoft-approved devices only. \_\_\_\_\_

ANSWER: False -

POINTS: 1

REFERENCES: PA-6  
Introduction to Sway

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:03 PM

DATE MODIFIED: 4/26/2016 8:05 PM

17. Storyline selections, called Frames, allow users to add content. \_\_\_\_\_

ANSWER: False -

POINTS: 1

REFERENCES: Creating a Sway Presentation  
PA-6

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:05 PM

DATE MODIFIED: 4/26/2016 8:06 PM

18. Users can add Facebook or OneNote pictures in Sway without leaving the app. \_\_\_\_\_

**Productivity App: Productivity Apps for School and Work**

ANSWER: True  
POINTS: 1  
REFERENCES: Adding Content to Build a Story  
PA-7  
QUESTION TYPE: Modified True / False  
HAS VARIABLES: False  
DATE CREATED: 4/26/2016 8:07 PM  
DATE MODIFIED: 4/26/2016 8:08 PM

19. To use Office Mix, an account is necessary at mix.office.com. \_\_\_\_\_

ANSWER: True  
POINTS: 1  
REFERENCES: Adding Office Mix to PowerPoint  
PA-10  
QUESTION TYPE: Modified True / False  
HAS VARIABLES: False  
DATE CREATED: 4/26/2016 8:08 PM  
DATE MODIFIED: 4/26/2016 8:09 PM

20. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. \_\_\_\_\_

ANSWER: False -  
POINTS: 1  
REFERENCES: PA-10  
Adding Office Mix to PowerPoint  
QUESTION TYPE: Modified True / False  
HAS VARIABLES: False  
DATE CREATED: 4/26/2016 8:10 PM  
DATE MODIFIED: 4/26/2016 8:11 PM

21. Using Office Mix, screen recordings can be captured and used to help enhance a presentation.  
\_\_\_\_\_

ANSWER: True  
POINTS: 1  
REFERENCES: Capturing Video Clips  
PA-11  
QUESTION TYPE: Modified True / False  
HAS VARIABLES: False  
DATE CREATED: 4/26/2016 8:12 PM  
DATE MODIFIED: 4/26/2016 8:13 PM

22. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. \_\_\_\_\_

ANSWER: False -

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**POINTS:** 1  
**REFERENCES:** Browsing the Web with Microsoft Edge  
PA-14  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:13 PM  
**DATE MODIFIED:** 4/26/2016 8:14 PM

23. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. \_\_\_\_\_

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Annotating Webpages  
PA-15  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:15 PM  
**DATE MODIFIED:** 4/26/2016 8:15 PM

24. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer. \_\_\_\_\_

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Annotating Webpages  
PA-15  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:16 PM  
**DATE MODIFIED:** 4/26/2016 8:17 PM

25. Microsoft OneNote is a \_\_\_\_\_ app for your academic and professional life.

- a. spreadsheet
- b. notetaking
- c. database
- d. gaming

**ANSWER:** b  
**POINTS:** 1  
**REFERENCES:** Introduction to OneNote 2016  
PA-2  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:17 PM



**Productivity App: Productivity Apps for School and Work**

DATE MODIFIED: 4/26/2016 8:23 PM

26. OneNote is divided into sections similar to that of a
- a. spiral notebook.
  - b. map
  - c. compass
  - d. desktop

ANSWER: a

POINTS: 1

REFERENCES: Creating a OneNote Notebook  
PA-2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:56 PM

DATE MODIFIED: 4/26/2016 8:58 PM

27. The Microsoft OneNote mobile app
- a. was subcontracted for Microsoft by Google.
  - b. runs a full version of OneNote 2016.
  - c. is a lightweight version of OneNote 2016.
  - d. syncs with all Apple products.

ANSWER: c

POINTS: 1

REFERENCES: Syncing a Notebook to the Cloud  
PA-2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:59 PM

DATE MODIFIED: 4/26/2016 9:01 PM

28. OneNote creates a Drawing Canvas, which is
- a. a container for shapes and lines.
  - b. a personal assistant.
  - c. a storyline for interactive video content
  - d. a teleprompter.

ANSWER: a

POINTS: 1

REFERENCES: Syncing a Notebook to the Cloud  
PA-2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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DATE CREATED: 4/27/2016 3:07 PM

DATE MODIFIED: 4/27/2016 3:14 PM

29. Microsoft Sway utilizes Responsive Design, which means
- a. the software responds to hackers and other threats responsively.
  - b. what you create becomes the exclusive property of Microsoft.
  - c. your content only works with Microsoft-approved products.
  - d. your content adapts perfectly to any screen size.

ANSWER: d

POINTS: 1

REFERENCES: Introduction to Sway  
PA-6

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/27/2016 3:14 PM

DATE MODIFIED: 4/27/2016 3:16 PM

30. In Sway, each storyline can include
- a. text, images, and videos.
  - b. databases, word-processor documents, and spreadsheets.
  - c. games, productivity apps, and home-office applications.
  - d. other Sways.

ANSWER: a

POINTS: 1

REFERENCES: Creating a Sway presentation  
PA-6

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/27/2016 3:16 PM

DATE MODIFIED: 4/27/2016 3:20 PM

31. To add content to Sway from search results, you
- a. purchase varying data plans from Microsoft.
  - b. left-click on the content once.
  - c. drag the content right into Sway.
  - d. press ALT-F4.

ANSWER: c

POINTS: 1

REFERENCES: Adding Content to Build a Story  
PA-7

QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False

DATE CREATED: 4/27/2016 3:20 PM

DATE MODIFIED: 4/27/2016 3:23 PM

32. To share a presentation through Office Mix,
- a. users hold up their devices so that others can look at it.
  - b. Presentations cannot be shared through Office Mix.
  - c. a data projector is required.
  - d. a link is shared with friends and colleagues.

ANSWER: d

POINTS: 1

REFERENCES: Sharing an office Mix Presentation  
PA-12

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/27/2016 3:23 PM

DATE MODIFIED: 4/27/2016 3:24 PM

33. In Office Mix, the Slide Notes feature works as a \_\_\_\_\_, to help you focus on your content instead of memorizing a presentation.

- a. digital assistant
- b. TelePrompTer
- c. calculator
- d. spreadsheet

ANSWER: a

POINTS: 1

REFERENCES: Capturing Video Clips  
PA-11

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/27/2016 3:25 PM

DATE MODIFIED: 4/27/2016 3:26 PM

34. In a Screen Recording, Office Mix
- a. often crashes any computer running it.
  - b. offers helpful suggestions to search queries.
  - c. filters out any spam that may distract a user from a presentation.
  - d. captures everything that happens in a selected part of the screen, to be added to a presentation.

ANSWER: d

POINTS: 1

REFERENCES: Capturing Video Clips  
PA-11

**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

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

*DATE MODIFIED:* 4/27/2016 3:28 PM

35. To share an Office Mix presentation,
- a. let a friend or colleague take a picture of it.
  - b. upload it to your personal Office Mix dashboard.
  - c. send the device via snail mail to whomever you want to present it to.
  - d. sharing Office Mix presentations is currently unavailable.

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Sharing an Office Mix Presentation  
PA-12

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:25 PM

*DATE MODIFIED:* 4/27/2016 5:25 PM

36. Microsoft Edge
- a. has been discontinued in favor of an enhanced version of Internet Explorer.
  - b. is a cutting-edge word processing program.
  - c. is the default web browser for Windows 10, designed to replace Internet Explorer.
  - d. allows users to make high quality presentations to friends or colleagues.

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Introduction to Microsoft Edge  
PA-14

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:26 PM

*DATE MODIFIED:* 4/27/2016 5:28 PM

37. Consider the Hub in Microsoft Edge as
- a. similar to using Office Mix.
  - b. a complete replacement for Microsoft Office.
  - c. a nuisance, to be ignored at all costs.
  - d. one-stop access to all the things you collect on the Web.

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Browsing the Web with Microsoft Edge  
PA-14

**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:28 PM

*DATE MODIFIED:* 4/27/2016 5:29 PM

38. When Cortana is on in Microsoft Edge, it acts as a(n)

- a. personal assistant.
- b. template to draw on a web page with.
- c. array of tools to make quality presentations.
- d. place to store text, images, and videos.

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Locating Information with Cortana  
PA-14

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:30 PM

*DATE MODIFIED:* 4/27/2016 5:39 PM

39. Microsoft OneNote replaces physical \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ with a searchable, digital notebook.

- a. notebooks
- b. binders
- c. paper notes
- d. computers

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Introduction to OneNote 2016  
PA-2

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:39 PM

*DATE MODIFIED:* 4/27/2016 5:45 PM

40. OneNote captures your ideas and schoolwork on any device so you can \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

- a. stay organized
- b. share notes
- c. work with others on projects
- d. let others do your work for you.

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Introduction to OneNote 2016  
PA-2

**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:43 PM

*DATE MODIFIED:* 4/27/2016 5:44 PM

41. Each OneNote notebook contains \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
- a. sections
  - b. pages
  - c. other notebooks
  - d. complete apps

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Creating a OneNote Notebook  
PA-2

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:45 PM

*DATE MODIFIED:* 4/27/2016 5:45 PM

42. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
- a. text
  - b. images
  - c. videos
  - d. social media

*ANSWER:* a, b, c, d

*POINTS:* 1

*REFERENCES:* Introduction to Sway  
PA-6

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:46 PM

*DATE MODIFIED:* 4/27/2016 5:48 PM

43. With Sway, you can (select all that apply)
- a. Drag content from the search results right into the Storyline.
  - b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
  - c. have your computer make Sways for you automatically.
  - d. legally use copyrighted material free of charge.

*ANSWER:* a, b

*POINTS:* 1

**Productivity App: Productivity Apps for School and Work**

**REFERENCES:** Adding Content to Build a Story  
PA-7

**QUESTION TYPE:** Multiple Response

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 5:48 PM

**DATE MODIFIED:** 4/27/2016 5:50 PM

44. In sharing a Sway site, you can (select all that apply)

- a. share a Sway with only yourself
- b. post the Sway on Docs.com.
- c. send friends a link to the Sway site
- d. share a Sway site by way of social media, such as Facebook and Twitter.

**ANSWER:** a, b, c, d

**POINTS:** 1

**REFERENCES:** Sharing a Sway  
PA-8

**QUESTION TYPE:** Multiple Response

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 5:50 PM

**DATE MODIFIED:** 4/27/2016 5:52 PM

45. Using Office Mix, you can (select all that apply)

- a. record yourself on video.
- b. capture still and moving images on your desktop.
- c. insert interactive elements such as quizzes and live webpages directly into PowerPoint slides.
- d. post presentations to OneDrive, but only one viewer at a time can watch them.

**ANSWER:** a, b, c

**POINTS:** 1

**REFERENCES:** Introduction to Office Mix  
PA-10

**QUESTION TYPE:** Multiple Response

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 5:52 PM

**DATE MODIFIED:** 4/27/2016 5:54 PM

46. Office Mix can support which types of user-created quizzes? (select all that apply)

- a. short answer
- b. true/false
- c. multiple choice
- d. multiple response

**ANSWER:** a, b, c, d

**POINTS:** 1

**Productivity App: Productivity Apps for School and Work**

**REFERENCES:** Inserting Quizzes, Live Webpages, and Apps  
PA-12

**QUESTION TYPE:** Multiple Response

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 5:54 PM

**DATE MODIFIED:** 4/27/2016 5:56 PM

47. Office Mix will run on which types of operating systems/devices? (select all that apply)

- a. PCs
- b. Macs
- c. iOS devices
- d. Android devices

**ANSWER:** a, b, c, d

**POINTS:** 1

**REFERENCES:** Sharing an Office Mix Presentation  
PA-12

**QUESTION TYPE:** Multiple Response

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 5:56 PM

**DATE MODIFIED:** 4/27/2016 5:58 PM

48. Microsoft Edge allows users to \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. (select all that apply)

- a. write on webpages
- b. read webpages without advertisements and other distractions
- c. search for information using a virtual personal assistant
- d. work seamlessly in real time with colleagues worldwide

**ANSWER:** a, b, c

**POINTS:** 1

**REFERENCES:** Introduction to Microsoft Edge  
PA-14

**QUESTION TYPE:** Multiple Response

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 5:58 PM

**DATE MODIFIED:** 4/27/2016 6:00 PM

49. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)

- a. defining words
- b. finding the weather
- c. suggesting coupons for shopping
- d. updating stock market information

**ANSWER:** a, b, c, d

**POINTS:** 1



**Productivity App: Productivity Apps for School and Work**

REFERENCES: Locating Information with Cortana  
PA-14

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:00 PM

DATE MODIFIED: 4/27/2016 6:01 PM

50. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)

- a. insert typed notes
- b. draw on the page with only a fingertip
- c. copy a screen image
- d. draw on the screen, but not save the page or the drawing

ANSWER: a, b, c

POINTS: 1

REFERENCES: Annotating Webpages  
PA-15

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:05 PM

DATE MODIFIED: 4/27/2016 6:08 PM

51. OneNote is \_\_\_\_\_.

ANSWER: A note-taking app for your academic and professional life.

POINTS: 1

REFERENCES: Introduction to OneNote 2016  
PA-2

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:08 PM

DATE MODIFIED: 4/27/2016 6:10 PM

52. Links to companion Sways that teach you how to use OneNote can be found at \_\_\_\_\_.

ANSWER: [www.cengagebrain.com](http://www.cengagebrain.com).

POINTS: 1

REFERENCES: Creating a OneNote Notebook  
PA-2

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:10 PM

DATE MODIFIED: 4/27/2016 6:11 PM

53. Beyond simple typed notes, OneNote \_\_\_\_\_.

**Productivity App: Productivity Apps for School and Work**

**ANSWER:** stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

**POINTS:** 1

**REFERENCES:** Taking Notes  
PA-3

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:12 PM

**DATE MODIFIED:** 4/27/2016 6:14 PM

54. If a notebook contains sensitive material, you can \_\_\_\_\_.

**ANSWER:** password-protect some or all of the notebook so that only certain people can open it.

**POINTS:** 1

**REFERENCES:** Recording a Lecture  
PA-4

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:14 PM

**DATE MODIFIED:** 4/27/2016 6:17 PM

55. When you draw on a page, OneNote creates a \_\_\_\_\_.

**ANSWER:** drawing canvas, which is a container for shapes and lines.

**POINTS:** 1

**REFERENCES:** Taking Notes  
PA-3

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:17 PM

**DATE MODIFIED:** 4/27/2016 6:18 PM

56. OneNote saves your notes \_\_\_\_\_.

**ANSWER:** every time you make a change in a notebook.

**POINTS:** 1

**REFERENCES:** Syncing a Notebook to the Cloud  
PA-2

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:18 PM

**DATE MODIFIED:** 4/27/2016 6:21 PM

57. A Sway site organizes text, images, and video into a \_\_\_\_\_.

**ANSWER:** responsive design, which means your content adapts perfectly to any screen size.

**Productivity App: Productivity Apps for School and Work**

**POINTS:** 1  
**REFERENCES:** Introduction to Sway  
PA-6  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:22 PM  
**DATE MODIFIED:** 4/27/2016 6:23 PM

58. You create a Sway by adding text and media content into a Storyline selection, or

**ANSWER:** card  
**POINTS:** 1  
**REFERENCES:** Creating a Sway Presentation  
PA-6  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:23 PM  
**DATE MODIFIED:** 4/27/2016 6:24 PM

59. To add pictures, videos, or documents in a Sway, select a card in the left pane and \_\_\_\_\_.

**ANSWER:** select the Insert Content button.  
**POINTS:** 1  
**REFERENCES:** Creating a Sway Presentation  
PA-6  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:24 PM  
**DATE MODIFIED:** 4/27/2016 6:25 PM

60. In Sway, use the Design button to display tools including \_\_\_\_\_.

**ANSWER:** color palettes, font choices, animation emphasis effects, and style templates.  
**POINTS:** 1  
**REFERENCES:** Designing a Sway  
PA-8  
**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:26 PM  
**DATE MODIFIED:** 4/27/2016 6:27 PM

61. Use the \_\_\_\_\_ button to display your finished Sway presentation as a website.

**ANSWER:** Play  
**POINTS:** 1  
**REFERENCES:** Publishing a Sway

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PA-8

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:27 PM

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62. As the author, you can edit a published Sway site by clicking the\_\_\_\_\_.

ANSWER: Edit button

POINTS: 1

REFERENCES: Publishing a Sway  
PA-8

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:28 PM

DATE MODIFIED: 4/27/2016 6:30 PM

63. Office Mix is a \_\_\_\_\_

ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.

POINTS: 1

REFERENCES: Introduction to Office Mix  
PA-10

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:30 PM

DATE MODIFIED: 4/27/2016 6:31 PM

64. When you post a finished presentation to OneDrive, Office Mix \_\_\_\_\_.

ANSWER: provides a link you can share with friends and colleagues.

POINTS: 1

REFERENCES: Introduction to Office Mix  
PA-10

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:31 PM

DATE MODIFIED: 4/27/2016 6:33 PM

65. In Office Mix, a clip is \_\_\_\_\_.

ANSWER: a short segment of audio, such as music, or video.

POINTS: 1

REFERENCES: Capturing Video Clips  
PA-11

QUESTION TYPE: Completion

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HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:33 PM

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66. Office Mix creates video clips in two ways: \_\_\_\_\_.

ANSWER: by recording live action on a webcam and by capturing screen images and movements.

POINTS: 1

REFERENCES: Capturing Video Clips  
PA-11

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:34 PM

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67. To enhance and assess audience understanding, make your slides interactive by using Office Mix to \_\_\_\_\_.

ANSWER: add quizzes, live webpages, and apps.

POINTS: 1

REFERENCES: Inserting Quizzes, Live Webpages, and Apps  
PA-12

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:38 PM

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68. When you complete your work with Office Mix, \_\_\_\_\_.

ANSWER: upload the presentation to your personal Office Mix dashboard.

POINTS: 1

REFERENCES: Sharing an Office Mix Presentation  
PA-12

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:40 PM

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69. Microsoft Edge is \_\_\_\_\_.

ANSWER: the name of the new Web browser built into Windows 10.

POINTS: 1

REFERENCES: Introduction to Microsoft Edge  
PA-14

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:41 PM

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*DATE MODIFIED:* 4/27/2016 6:43 PM

70. Microsoft Edge allows you to \_\_\_\_\_.

*ANSWER:* search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.

*POINTS:* 1

*REFERENCES:* Introduction to Microsoft Edge  
PA-14

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:43 PM

*DATE MODIFIED:* 4/27/2016 6:44 PM

71. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: \_\_\_\_\_.

*ANSWER:* to promote interaction with the web and share its contents with colleagues.

*POINTS:* 1

*REFERENCES:* Locating Information with Cortana  
PA-14

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:44 PM

*DATE MODIFIED:* 4/27/2016 6:46 PM

72. In Microsoft Edge, you can switch to Reading View, which \_\_\_\_\_.

*ANSWER:* is available for most news and research sites, to eliminate distracting advertisements.

*POINTS:* 1

*REFERENCES:* Browsing the Web with Microsoft Edge  
PA-14

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:46 PM

*DATE MODIFIED:* 4/27/2016 6:47 PM

73. Consider the Hub in Microsoft Edge as \_\_\_\_\_.

*ANSWER:* providing one-stop access to all the things you collect on the web.

*POINTS:* 1

*REFERENCES:* Browsing the Web with Microsoft Edge  
PA-14

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:47 PM

*DATE MODIFIED:* 4/27/2016 6:48 PM

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74. One of the most impressive Microsoft Edge features are the Web Note tools, \_\_\_\_\_.

*ANSWER:* which you use to write on a webpage or to highlight text.

*POINTS:* 1

*REFERENCES:* Annotating Webpages  
PA-15

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:49 PM

*DATE MODIFIED:* 4/27/2016 6:50 PM

75. You can share inked pages with others using Microsoft Edge by \_\_\_\_\_.

*ANSWER:* using the Share Web Note button.

*POINTS:* 1

*REFERENCES:* Annotating Webpages  
PA-15

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:50 PM

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