

Name _____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

- 1) When graphics are placed in documents, they are placed there as: 1) _____
A) inline objects. B) special characters.
C) wrapped objects. D) embedded objects.
- 2) Clip art can be found by looking on the _____ in the _____. 2) _____
A) Office button, Prepare menu B) Page Layout tab, Illustrations collection
C) View tab, Pictures group D) Insert tab, Illustrations group
- 3) The Clip Art task pane stores all of the following EXCEPT: 3) _____
A) photographs. B) clip art images.
C) Word documents. D) sound clips.
- 4) The parameters for using the Clip Art task pane to locate clip art are all of the following EXCEPT 4) _____
the:
A) type of clip. B) size of the clip.
C) keyword. D) collections to be searched.
- 5) To get options for inserting a clip into a document, click the _____ next to the clip. 5) _____
A) up arrow B) Insert button C) down arrow D) clip art image
- 6) The _____ group in Word 2007 offers preformatted picture formats. 6) _____
A) Picture Format B) Image Styles
C) Picture Styles D) Images and Format
- 7) The text wrapping style that (1) displays a graphic on the line where it is inserted and (2) moves the 7) _____
graphic when the text moves, is known as:
A) Next to Text B) In Line with Text.
C) Square. D) Top and Bottom.
- 8) Dragging the round handle on an image: 8) _____
A) deletes the image.
B) changes the height of the object.
C) rotates the image.
D) resizes the image, but keeps the proportion intact.
- 9) Types of text wrapping styles include all of the following EXCEPT: 9) _____
A) Tight. B) Next to Text C) Behind Text. D) Square.
- 10) Choose the _____ wrapping style to wrap text closely around an image. 10) _____
A) Stretched Near B) Close C) Tight D) Next to Image

- 11) Once a WordArt object is created,:
A) it has all of the same features as any other object.
B) the style of WordArt CANNOT be changed.
C) it can be resized, but CANNOT be moved.
D) the alignment can be changed, but the height CANNOT. 11) _____
- 12) WordArt is available on the _____ tab.
A) Clip Art B) Graphics C) Format D) Insert 12) _____
- 13) Adjusting such formatting options in WordArt as font, size, and color can increase the _____ of the object.
A) emphasis B) readability C) appeal D) appearance 13) _____
- 14) Changing the shape of the text is one way to format:
A) SmartArt. B) WordArt. C) shapes. D) lists. 14) _____
- 15) You add _____ to a document to separate areas of a document or to draw attention to a specific part of the document.
A) WordArt B) horizontal lines C) text effects D) text boxes 15) _____
- 16) A(n) _____ is the inside color of text or an object.
A) effect color B) art color C) highlight D) fill color 16) _____
- 17) A(n) _____ is inserted in a document to create a new area in the document.
A) area break B) section break
C) text wrapping break D) continuous break 17) _____
- 18) A continuous section break is added to the last column on the page that uses column formatting to create:
A) appeal. B) balance. C) emphasis. D) continuity. 18) _____
- 19) You must place a _____ at the end of a column to start a new column.
A) text wrapping break B) section break
C) manual column break D) continuous break 19) _____
- 20) Which of the following CANNOT be changed in different sections of a document?
A) Spacing between columns B) Alignment
C) Font style D) All of the above can be changed. 20) _____
- 21) Unless otherwise indicated, Word 2007 will always use the _____ template.
A) Blank B) General C) Normal D) Basic 21) _____
- 22) To access the available templates in Word 2007, you can open the _____ dialog box.
A) Open B) Page Setup C) New Document D) My Templates 22) _____
- 23) Templates are often used as a way of transmitting:
A) code. B) viruses. C) messages. D) information. 23) _____

- 24) A(n) _____ is an area in a Word template where you can enter information. 24) _____
A) editing control B) editing area C) open area D) content control
- 25) If you save a new template to any other location than _____, no one else who uses your 25) _____
computer can use the template.
A) Added Templates B) New Templates
C) Templates on My Computer D) Trusted Templates
- 26) Text used to reserve a place for you to insert other text is called: 26) _____
A) place control text. B) reserved area text.
C) content reserved text. D) content control text.
- 27) _____ can only be replaced, not formatted. 27) _____
A) Content control text B) Content reserved text
C) Place control text D) Reserved area text
- 28) A _____ contains a calendar control that enables you to use a calendar to select a date. 28) _____
A) Date Picker B) Calendar Picker
C) Month/Day/Year Picker D) Day Picker
- 29) By clicking the Date arrow in the _____ content control, you can select the date to insert in your 29) _____
document.
A) Day Picker B) Month/Day/Year Picker
C) Calendar Picker D) Date Picker
- 30) A(n) _____ score allows you to know how well others who have used a particular template feel 30) _____
that it fits their needs.
A) popularity B) likability C) user interest D) ranking
- 31) A(n) _____ allows a user to enter text when a picture is clicked. 31) _____
A) script B) map C) XML code D) ActiveX control
- 32) A(n) _____ allows text to be positioned anywhere on a page. 32) _____
A) building block B) frame C) combo box D) ActiveX control
- 33) Which of the following features is NOT a Legacy Tool? 33) _____
A) Insert Frame B) Reset Form Fields
C) Form Field Shading D) Building Block
- 34) Which of the following features is a Legacy Tool? 34) _____
A) Check Box Form Field B) Date Picker
C) XML tag D) Rich Text
- 35) _____ is a program used to process gathered data. 35) _____
A) Mapping B) Script C) Legacy Tools D) XML
- 36) The _____ button enables you to add content controls to a form. 36) _____
A) Developer B) Properties
C) Design Mode D) Activate Controls

- 37) The _____ button enables you to specify items included in a drop-down list or combo box. 37) _____
 A) Insert B) Add C) Include D) Control
- 38) A(n) _____ is used to identify information entered by the user. 38) _____
 A) script B) XML code C) map D) value
- 39) The XML name assigned to a content control is called a: 39) _____
 A) script. B) value. C) title. D) tag.
- 40) Which of the following is NOT a characteristic of rich text? 40) _____
 A) Superscript B) Line spacing C) Font size D) Bold
- 41) Microsoft Office Publisher 2007 is a _____. 41) _____
 A) database B) spreadsheet
 C) word processor D) desktop publishing program
- 42) A one-page message with minimal text and graphics that is used for quick communications is a _____. 42) _____
 A) report B) brochure C) newsletter D) flyer
- 43) A model publication upon which the user can build a new publication is a _____. 43) _____
 A) frame B) master page C) report D) template
- 44) The name, address, phone number, and other pertinent information about an organization is called a _____. 44) _____
 A) logo B) business information
 C) brand element D) brand image
- 45) The _____ of the Publisher screen displays thumbnails of commonly used publication types. 45) _____
 A) Publisher's Help system B) Popular Publication Types catalog
 C) Recent Publications list D) Publication Types list
- 46) Items such as color scheme, font scheme, and business information that can be customized for a publication are referred to as _____. 46) _____
 A) a logo B) a template
 C) business brand elements D) brand images
- 47) A collection of images and ideas that represent an organization is called a _____. 47) _____
 A) brand B) flyer C) template D) logo
- 48) A letter, symbol, sign, or combination of text and graphics that identifies an organization is called a(n) _____. 48) _____
 A) template B) object C) tear-off D) logo
- 49) Any element in a publication that can be selected, such as text or graphics is called a(n) _____. 49) _____
 A) object B) tear-off C) template D) logo

- 50) Small tabs at the bottom of a flyer that can be removed by interested individuals are called _____.
A) brand images B) elements C) tear-offs D) templates 50) _____
- 51) A(n) _____ is a printed outline that describes the events, people, and features of a play, dinner, performance, or public event.
A) story B) tabloid paper C) newsletter D) program 51) _____
- 52) Pressing Enter, Spacebar, or Tab causes characters called _____ to display in your document.
A) white space B) printing characters
C) formatting marks D) fill effects 52) _____
- 53) What is the printing convention called that represents leading and trailing pages in a bound or folded printed result?
A) Page sorter B) Two-page spread
C) Z-order D) Gradient fill 53) _____
- 54) To _____ means to move the insertion point within a block of text.
A) edit B) align C) navigate D) format 54) _____
- 55) Which process makes changes to text or objects in a publication?
A) Navigating B) Selecting C) Formatting D) Editing 55) _____
- 56) _____ is the process of determining the overall appearance of the text or the publication.
A) Navigating B) Aligning C) Editing D) Formatting 56) _____
- 57) The process known as _____ refers to Publisher automatically resizing text to fit into a text box.
A) aligning B) importing C) copyfitting D) navigating 57) _____
- 58) Bold, italics, and underlining are examples of _____.
A) font styles B) white space
C) formatting marks D) fill effects 58) _____
- 59) Serif and sans serif are the two types of _____.
A) importing B) publications C) alignment D) fonts 59) _____
- 60) _____ refers to highlighting text so that the text can be edited, formatted, copied, or moved.
A) Selecting text B) Fill effects C) AutoCorrect D) Autoflow 60) _____
- 61) Everything that appears on a publication page is a(n) _____.
A) shape B) picture C) object D) table 61) _____
- 62) A pre-formatted design that consists of three frames — one each for a picture, a heading, and a message — is called a _____.
A) ruler guide B) Quick Publication
C) margin guide D) tri-fold brochure 62) _____

- 63) The _____ contains all of the tools needed to insert all types of objects into the publication. 63) _____
A) Quick Publication B) AutoShapes
C) Proofing tools D) Objects toolbar
- 64) _____ are blue dotted lines that define the margins of a publication. 64) _____
A) Back panels B) Cropping handles
C) Margin indicators D) Margin guides
- 65) Gray dotted lines that can be used to move or resize an object are called _____. 65) _____
A) object boundaries B) margin guides
C) rotation handles D) cropping handles
- 66) _____ are ready-made shapes that include basic shapes, such as rectangles and circles, plus a variety of other shapes. 66) _____
A) SmartArt B) AutoShapes C) WordArt D) Clip art
- 67) A(n) _____ is a non-printing green line that can be aligned with any point on a ruler. 67) _____
A) panel B) Office Clip Organizer
C) ruler guide D) margin guide
- 68) The crosshair pointer is also called the _____. 68) _____
A) precision select pointer B) cropping pointer
C) adjustment pointer D) snap to pointer
- 69) Some shapes contain a small yellow diamond, called a(n) _____, which enables the user to change the most prominent feature of a shape. 69) _____
A) cropping handle B) adjustment handle
C) Proofing Tool D) rotation handle
- 70) The process known as _____ enables the user to select and combine two or more objects and combine them into one object that can be moved, copied, or formatted. 70) _____
A) wrapping B) nudging C) grouping D) docking
- 71) By default, a border is square or rectangular, depending on the _____. 71) _____
A) size of the picture B) brightness of the picture
C) shape of the picture D) color of the picture
- 72) To save a sound file as part of the presentation, you _____ it. 72) _____
A) trigger B) embed C) link D) attach
- 73) The only audio file type that can be embedded in a presentation is a(n) _____ file. 73) _____
A) .mp3 B) .wav C) .wma D) .mid
- 74) To start sound On Click, you can _____. 74) _____
A) click anywhere on the slide B) click on any text on the slide
C) click on the trigger on the slide D) click on any picture on the slide

- 75) Changing contrast means changing _____. 75) _____
 A) the number of pixels in the image B) the amount of white in the image
 C) the amount of black in the image D) the amount of gray in the image
- 76) _____ is the perceived luminosity or radiance of a picture. 76) _____
 A) Gray scale B) Brightness C) White scale D) Contrast
- 77) A(n) _____ is a single point of a graphic image. 77) _____
 A) element B) bit C) pixel D) dot
- 78) Brightness and contrast are part of the _____ group of icons. 78) _____
 A) Adjust B) Size C) Arrange D) Style
- 79) A border's line weight can range from _____ to _____ points. 79) _____
 A) $\frac{1}{4}$, 16 B) $\frac{1}{2}$, 8 C) $\frac{1}{4}$, 6 D) $\frac{1}{2}$, 20
- 80) Line weight is measured in _____. 80) _____
 A) inches B) dots C) points D) pitch
- 81) Animation effects that occur when a presentation moves from slide to slide are called _____. 81) _____
 A) Motion effect B) Triggers C) Build effects D) Transitions
- 82) Objects might move in a particular direction across a slide. This is called a(n) _____. 82) _____
 A) Exit effect B) Transition C) Motion path D) Emphasis effect
- 83) If text on a slide appears to change from normal to bold, this is an example of a(n) _____. 83) _____
 A) Exit effect B) Entrance effect C) Transition D) Emphasis effect
- 84) To change the order in which objects appear on the slide, in the Custom Animations task pane, click on _____. 84) _____
 A) Modify start B) Add effect
 C) Reorder buttons D) Remove effect
- 85) Applying animations to the slide master _____. 85) _____
 A) affects only the most recently edited slide B) affects the first slide
 C) affects all slides D) has no effect on the slide show
- 86) The short list of effects displays effects that _____. 86) _____
 A) are available to use on this computer
 B) have been imported from the Microsoft Internet site
 C) have not been in use
 D) have been recently applied
- 87) To have two custom animations start simultaneously, choose _____. 87) _____
 A) On Click B) Automatic C) After Previous D) With Previous

- 88) When you click on play to see Custom Animations in Normal view, the animations play _____. 88) _____
A) automatically, regardless of how they would display in the slide show
B) exactly the way they would display in the slide show
C) all at once
D) On Click
- 89) Rewind when done playing causes the animation to _____. 89) _____
A) disappear when it finishes
B) play backwards
C) play repeatedly
D) remain on the slide when it finished
- 90) "http" is an example of a(n) _____. 90) _____
A) protocol
B) domain
C) server
D) IP address
- 91) The best chart type to display trends over time is _____. 91) _____
A) pie
B) clustered column
C) X Y scatter
D) line
- 92) Labels that describe months, years, quarters, or other time related information are known as _____. 92) _____
A) X labels
B) Y labels
C) category labels
D) value labels
- 93) In a worksheet, the intersection of a column and a row is called a(n) _____. 93) _____
A) junction
B) rectangle
C) box
D) cell
- 94) The chart type that shows percentages using only a single series is _____. 94) _____
A) line
B) pie
C) column
D) bar
- 95) Noncontiguous cells are _____. 95) _____
A) not numbers
B) not adjacent
C) not part of a data series
D) not on a worksheet
- 96) The active cell is a cell _____. 96) _____
A) used in a calculation
B) that contains a formula for a calculation
C) used in a chart
D) ready for input or modification
- 97) When you click on a cell that is not empty and start typing, what you type _____. 97) _____
A) is ignored because the cell is already full
B) goes before what is already in the cell
C) goes after what is already in the cell
D) replaces what is already in the cell
- 98) If you use the fill-handle to drag from a cell that contains "Monday," the next cell will contain _____. 98) _____
A) Monday's date
B) Monday
C) Tuesday's date
D) Tuesday
- 99) A chart that is part of the presentation file is _____. 99) _____
A) embedded
B) linked
C) attached
D) inserted
- 100) To put a linked chart into a presentation you use _____. 100) _____
A) copy and paste
B) a chart pointer
C) insert
D) a hyperlink

Answer Key

Testname: COM234

- 1) A
- 2) D
- 3) C
- 4) B
- 5) C
- 6) C
- 7) B
- 8) D
- 9) B
- 10) C
- 11) A
- 12) D
- 13) B
- 14) B
- 15) B
- 16) D
- 17) B
- 18) B
- 19) C
- 20) D
- 21) C
- 22) C
- 23) B
- 24) D
- 25) D
- 26) D
- 27) A
- 28) A
- 29) D
- 30) D
- 31) D
- 32) B
- 33) D
- 34) A
- 35) B
- 36) C
- 37) B
- 38) D
- 39) D
- 40) B
- 41) D
- 42) D
- 43) D
- 44) B
- 45) B
- 46) C
- 47) A
- 48) D
- 49) A
- 50) C

Answer Key

Testname: COM234

- 51) D
- 52) C
- 53) B
- 54) C
- 55) D
- 56) D
- 57) C
- 58) A
- 59) D
- 60) A
- 61) C
- 62) B
- 63) D
- 64) D
- 65) A
- 66) B
- 67) C
- 68) A
- 69) B
- 70) C
- 71) C
- 72) B
- 73) B
- 74) C
- 75) D
- 76) B
- 77) C
- 78) A
- 79) C
- 80) C
- 81) D
- 82) C
- 83) D
- 84) C
- 85) C
- 86) D
- 87) D
- 88) A
- 89) A
- 90) A
- 91) D
- 92) C
- 93) D
- 94) B
- 95) B
- 96) D
- 97) D
- 98) D
- 99) A
- 100) A