

# Office Final Exam Review

1. The keystroke marks in the document that represent the end of a paragraph, a tab, or a space are called:
- a) nonprinting characters.
  - b) keystroke characters.
  - c) hidden characters.
  - d) nonviewing characters.

Answer: A

2. What button reveals nonprinting characters?
- a) The Show button
  - b) The Show/Hide button
  - c) F12
  - d) The Reveal Formatting button

Answer: B

3. To check the \_\_\_\_\_ in a document, you will need to click Show/Hide in the Paragraph group.
- a) Keystrokes
  - b) symbols
  - c) nonprinting characters
  - d) toggle characters

Answer: C

4. The Show/Hide button is considered a:
- a) toggle button.
  - b) paragraph button.
  - c) view button.
  - d) dialog button.

Answer: A

5. To specify the exact page magnification percentage you want to use, you will need to use the:
- a) Zoom dialog box.
  - b) Page dialog box.
  - c) Paragraph dialog box.
  - d) View dialog box.

Answer: A

6. If you use the word *there* instead of *their* in a sentence and Word 2007 flags it as incorrect, this is an example of \_\_\_\_\_.
- a) contextual spelling
  - b) misspelling
  - c) thesaurus check
  - d) translate

Answer: A

7. To open a shortcut menu when using the Spelling and Grammar Checker, you need to \_\_\_\_\_ the mouse.
- a) Double-click
  - b) right-click
  - c) position
  - d) left-click

Answer: B

8. The Spelling & Grammar feature is located on the \_\_\_\_\_ tab.
- a) Review
  - b) Format
  - c) References
  - d) Add-ins

Answer: A

9. Text symbols such as small circles or check marks used to introduce each piece of information are called:
- a) list markers.
  - b) Bullets.
  - c) Symbols.
  - d) reference marks.

Answer: B

10. Each of the formatting options of \_\_\_\_\_ can be turned on or off independently of the others.
- a) AutoFormat As You Type
  - b) AutoSave
  - c) AutoReference
  - d) AutoInsert

Answer: A

11. To change spacing before and after a paragraph, you go to the Paragraph group located on the \_\_\_\_\_ tab.
- a) Page Layout
  - b) Home
  - c) Insert
  - d) View

Answer: A

12. To set up a list with multiple levels, select the items that are at the lower level, and then click the \_\_\_\_\_ button.
- a) Decrease Indent
  - b) Format
  - c) Numbering
  - d) Increase Indent

Answer: D

13. Another way to start a numbered list is to click Automatic numbered lists under Apply as you type in the \_\_\_\_\_ dialog box.
- a) AutoFormat
  - b) Bullets and Numbering
  - c) AutoCorrect
  - d) References

Answer: C

14. Before printing a document, it is usually a good idea to make a final check of your document using Print Preview, located in the \_\_\_\_\_ menu.
- a) Print
  - b) Office
  - c) View
  - d) Review

Answer: B

15. The Line Spacing button is located in the \_\_\_\_\_ group on the Home tab.
- a) Font
  - b) Styles
  - c) Editing
  - d) Paragraph

Answer: D

16. When you open a header for editing, the \_\_\_\_\_ tab appears.
- a) Header & Footer Editing
  - b) Header & Footer Tools
  - c) Header & Footer Preview
  - d) Header & Footer Formatting

Answer: B

17. To insert the current date and time into a header or footer, you need to open the Date and Time dialog box located in the Insert group on the \_\_\_\_\_ tab.
- a) Reference
  - b) View
  - c) Design
  - d) Insert

Answer: C

18. A trademark notation or a copyright symbol usually displays in:
- a) strikethrough.
  - b) Superscript.
  - c) Subscript.
  - d) Emboss.

Answer: B

19. The \_\_\_\_\_ feature allows you to add frequently misspelled words to a list so that they will be automatically corrected when you type them.
- a) AutoFormat
  - b) AutoCorrect
  - c) AutoReference
  - d) AutoEdit

Answer: B

20. To modify AutoCorrect options, click the Word Options button on the Office menu, and then click:
- a) Replace.
  - b) Format.
  - c) Edit.
  - d) Proofing.

Answer: D

21. When AutoCorrect makes a spelling change in a word, a \_\_\_\_\_ will display under the word when you point to the changed word.
- a) green line
  - b) red line
  - c) blue line
  - d) ScreenTip

Answer: C

22. To insert text from another document into your current document, you need to click the \_\_\_\_\_ button in the Text group on the Insert tab.
- a) Insert
  - b) File
  - c) Field
  - d) Object

Answer: D

23. What indicates that there might be a contextual error in your document?

- a) A red underline
- b) A word highlighted in red
- c) A green wavy underline
- d) A blue wavy underline

Answer: D

24. To create a storage location for your documents on a storage medium for the first time, you can click the \_\_\_\_\_ button in the Save As dialog box.

- a) Up One Level
- b) Views
- c) Save
- d) Create New Folder

Answer: D

25. To rename a folder, \_\_\_\_\_ the folder in the Save As dialog box, click Rename from the shortcut menu, type a new folder name, and then press Enter.

- a) Right-click
- b) click
- c) select
- d) left-click

Answer: A

26. The Page Number command is in the \_\_\_\_\_ group.

- a) Paragraph
- b) Text
- c) Header & Footer
- d) Page Setup

Answer: C

27. \_\_\_\_\_ charts show the relationship of each part of data in reference to the whole.

- a) Column
- b) Pie
- c) Line
- d) Area

Answer: B

28. The keyboard shortcut for the AutoSum feature is:

- a) [Ctrl] + [=]
- b) [Alt] + [=]
- c) [Tab] + [=]
- d) [Shift] + [=]

Answer: B

29. From anywhere in the worksheet, you can press \_\_\_\_\_ to move to cell A1.

- a) [Ctrl] + [Home]
- b) [Ctrl] + [Shift]
- c) [Ctrl] + [Enter]
- d) [Ctrl] + [Tab]

Answer: A

30. To specify ranges of cells that are nonadjacent, separate the ranges with a:

- a) semi-colon.
- b) comma.
- c) colon.
- d) Bracket.

Answer: B

31. The default setting is for a new Excel workbook to contain \_\_\_\_\_ worksheets.

- a) four
- b) three
- c) one
- d) two

Answer: B

32. Use \_\_\_\_\_ to prepare the spreadsheet for printing.

- a) Normal view
- b) Page Layout view
- c) Page Break preview
- d) Custom view

Answer: B

33. Press \_\_\_\_\_ to access Microsoft Office Help.

- a) [F10]
- b) [F1]
- c) [F12]
- d) [F4]

Answer: B

34. To simultaneously close your workbook and the Excel program click \_\_\_\_\_ from the Office menu.

- a) Exit Excel
- b) Minimize
- c) Close
- d) End

Answer: A

35. All formulas begin with the \_\_\_\_\_ sign.

- a) = (equal)
- b) \* (asterisk)
- c) — (minus)
- d) + (plus)

Answer: A

36. The \_\_\_\_\_ feature can generate a series of values into adjacent cells based on the value of other cells.

- a) AutoFormat
- b) Auto Fill
- c) AutoCorrect
- d) AutoComplete

Answer: B

37. \_\_\_\_\_ is used to copy the formatting of one cell to other cells.

- a) Fill color
- b) AutoFit
- c) Format theme
- d) Format Painter

Answer: D

38. A chart that is displayed as an object within a worksheet is called a(n):

- a) chart sheet.
- b) chart table.
- c) grid chart.
- d) embedded chart.

Answer: D

39. The keyboard shortcut for the Copy command is:

- a) [Shift] + [C].
- b) [Ctrl] + [C].
- c) [Alt] + [C].
- d) [Tab] + [C].

Answer: B

40. Press the \_\_\_\_\_ key to cancel a moving border and clear a selection from the Office Clipboard.

- a) Delete
- b) Esc
- c) Ctrl
- d) Alt

Answer: B

41. Worksheets that contain the detail information that affects totals in another worksheet are called \_\_\_\_\_ worksheets.

- a) data
- b) statistical
- c) active
- d) detail

Answer: D

42. The keystroke combination \_\_\_\_\_ will enter the current date into the active cell.

- a) [Ctrl] + [>]
- b) [Ctrl] + [ ; ]
- c) [Ctrl] + [ / ]
- d) [Ctrl] + [<]

Answer: B

43. You can create new folders to store files from the \_\_\_\_\_ dialog box.

- a) Open
- b) Format
- c) Insert
- d) Save As

Answer: D

44. You can remove the contents of a cell by clicking the Clear button and choosing \_\_\_\_\_ from the Editing group on the Ribbon.

- a) Delete
- b) Fill
- c) Filter
- d) Clear Contents

Answer: D

45. Press \_\_\_\_\_ to display the underlying formulas used in the worksheet.

- a) [Ctrl] + [\*]
- b) [Alt] + [']
- c) [Ctrl] + [']
- d) [Alt] + [\*]

Answer: C

46. The default format for a number typed into Excel is the \_\_\_\_\_ format.

- a) Number
- b) General
- c) Accounting
- d) Currency

Answer: B

47. A workbook sheet that contains only a chart is called a:

- a) value sheet.
- b) chart sheet.
- c) column sheet.
- d) data sheet.

Answer: B

48. \_\_\_\_\_ is the default name for the first worksheet in a workbook.

- a) Current sheet
- b) Tab 1
- c) File 1
- d) Sheet1

Answer: D

49. When a worksheet is active, the tab color displays as a(n):

- a) blinking background.
- b) small triangle in the lower left corner.
- c) underline.
- d) moving outline around the tab.

Answer: C

50. From the Save As dialog box, click \_\_\_\_\_ to see a list of the available storage drives.

- a) Create New Folder
- b) the Desktop folder
- c) the toolbar
- d) the Save in arrow

Answer: D

51. The worksheet that contains the totals from other worksheets is called a(n):

- a) formulas sheet.
- b) summary sheet.
- c) end sheet.
- d) accounting sheet.

Answer: B

52. The table or tables from which a query gets its data are the query's :

- a) data bank.
- b) data source.
- c) database.
- d) data book.

Answer: B

53. The Access view that displays the table data in columns and rows is called:

- a) Database view.
- b) Data view.
- c) Datasheet view.
- d) Data object view.

Answer: C

54. A date, such as 11/20/2009, is an example of what kind of data type?

- a) Date/Time
- b) Number
- c) Text
- d) AutoNumber

Answer: A

55. The button on the Getting Started Screen that displays a menu of commands related to opening, saving, or printing is called the:

- a) Blank Database button.
- b) Office button.
- c) View button.
- d) Help button.

Answer: B

56. Each of the following is an Access data type, EXCEPT:

- a) Data.
- b) Text.
- c) Currency.
- d) AutoNumber.

Answer: A

57. The process of creating a query involves:

- a) choosing the form(s) and selecting the fields you want to include in the query result.
- b) choosing the report(s) and selecting the fields you want to include in the query result.
- c) choosing the record(s) and selecting the fields you want to include in the query result.
- d) choosing the table(s) and selecting the fields you want to include in the query result.

Answer: D

58. At the end of an Access session, you close a database and exit Access from the:

- a) Object window.
- b) Home tab.
- c) Office menu.
- d) Navigation Pane.

Answer: C

59. Double-click the right boundary on any selected column heading of a table in order to:

- a) save the column data.
- b) add more cells to the column.
- c) increase the field property size.
- d) adjust the column width.

Answer: D

60. Which function key will activate the Access Help window?

- a) [F2]
- b) [F11]
- c) [F1]
- d) [F6]

Answer: C

61. Which of the following is a primary key?

- a) A street name in an address database
- b) A car model in a Motor Vehicle Dept database
- c) A postal code in an address database
- d) A Student ID in a college registration system

Answer: D

62. To organize your database objects you must use the:

- a) table template.
- b) Navigation Pane.
- c) object window.
- d) simple select query.

Answer: B

63. The purpose of a query is to:

- a) retrieve and display specific data from a table.
- b) create a new blank database.
- c) display the structure of the table object.
- d) display and organize your database objects.

Answer: A

64. Data in a query can be sorted from the:

- a) Layout view.
- b) Views group.
- c) Datasheet view or the Design view.
- d) Design view only.

Answer: C

65. Which one of the following groups is NOT found on the Create tab?

- a) Show/Hide
- b) Tables
- c) Reports
- d) Forms

Answer: A

66. To add a table to the Relationships window, you select the table from the:

- a) Navigation Pane.
- b) Tables display.
- c) Tools group.
- d) Show Table dialog box.

Answer: D

67. If you want to design a query so the list of Course Names in a query result displays in alphabetical order from A to Z, you need to:

- a) in the table area, right-click Course Names and pick Sort A to Z.
- b) on the Query Tools Design tab, in the Results group, click Sort A to Z.
- c) in the design grid, in the Sort row, click the Course Names Sort arrow and pick Ascending.
- d) open the appropriate table, click the Course Names arrow and click Sort A to Z.

Answer: C

68. Which of the following is NOT done by Access when you run a query?

- a) Prints the records in a datasheet view
- b) Looks at the records in the table(s)
- c) Prints a query report
- d) Finds the records that match the specified conditions

Answer: C

69. In order to create a new table by importing an Excel spreadsheet, you click which of the following tabs on the Ribbon?

- a) Database Tools
- b) Create
- c) External Data tab
- d) Home

Answer: C

70. The purpose of a form is to:
- a) display the fields and records from a table in easy-to-read format.
  - b) simplify the entry of data into a table.
  - c) to organize your database objects.
  - d) retrieve specific data from one or more tables.

Answer: B

71. The field that uniquely identifies a record in a table is called a:
- a) field key.
  - b) personal key.
  - c) private key.
  - d) primary key.

Answer: D

72. The purpose of the Navigation Pane is to:
- a) display and organize your database objects.
  - b) display the Access Help window.
  - c) create a new blank database.
  - d) display the structure of the table object.

Answer: A

73. Common fields can be defined as fields that contain the same:
- a) primary key.
  - b) data in more than one table.
  - c) foreign key.
  - d) aggregate functions.

Answer: B

74. After the query is saved and closed, the new query name displays in the:
- a) Print dialog box.
  - b) Navigation Pane.
  - c) Office menu.
  - d) Quick Access Toolbar.

Answer: B

75. OLE is an abbreviation for:
- a) Object linking and extracting.
  - b) Office lookup and embedding.
  - c) Object linking and embedding.
  - d) Office linking and extracting.

Answer: C

76. Which tab on the Ribbon do you click when you want to design a query in Design view?
- a) External Data
  - b) Home
  - c) Create
  - d) Database Tools

Answer: C

77. The Mini toolbar that displays when you right-click a selection of text, contains what type of items?
- a) Frequently used commands
  - b) Icons for other commands
  - c) Common formatting commands and frequently used commands
  - d) Common formatting commands

Answer: C

78. In order to show only the titles of the slides in a presentation in the Outline pane \_\_\_\_\_.
- a) right-click an empty area of the Outline pane, point to Collapse, and select Collapse All
  - b) right-click the Outline pane header, point to Collapse, and select Collapse All
  - c) right-click on any slide icon in the Outline pane, point to Collapse, and select Collapse All
  - d) right-click a heading level on a slide in the Outline pane, point to Collapse, and select Collapse All

Answer: A

79. To promote a bulleted item in a list, on the Ribbon, select the Home tab, Paragraph group, and click the \_\_\_\_\_ button.
- a) Increase List Level
  - b) Decrease List Level
  - c) Indent
  - d) Un-indent

Answer: B

80. When promoting an item list level, it becomes \_\_\_\_\_.
- a) less important (smaller text).
  - b) less important (smaller text and indented).
  - c) more important (larger text and less indentation).
  - d) more important (less indentation).

Answer: C

81. The Spell Checker will display incorrectly spelled words in all of the following instances, EXCEPT \_\_\_\_\_.
- a) check Spelling as you type feature is turned on
  - b) Normal view
  - c) Slide Show view
  - d) Notes Page view

Answer: C

82. Using the Thesaurus option, enables the presentation to be improved by \_\_\_\_\_.
- a) selecting antonyms to words currently in the presentation
  - b) inserting words that describe words selected in the presentation
  - c) eliminating spelling errors
  - d) inserting synonyms to words selected in the presentation

Answer: D

83. To print a continuous range of slides, you use a \_\_\_\_\_.
- a) comma
  - b) semicolon
  - c) dash
  - d) period

Answer: C

84. Which of the following is not a Format button in the Font group?
- a) Strikethrough
  - b) Text Shadow
  - c) Line Spacing
  - d) Change Case

Answer: C

85. Which of the following keyboard shortcuts enables you to copy text formatting?
- a) Ctrl + C
  - b) Ctrl + Shift + C
  - c) Ctrl + Alt + C
  - d) Ctrl + Esc + C

Answer: B

86. Using your mouse to select text and move it from one place to another is called \_\_\_\_\_.
- a) drag and drop
  - b) cut and paste
  - c) mousing
  - d) displacing

Answer: A

87. Which of the following keyboard shortcuts enables you to paste an item from the Clipboard?
- a) Ctrl + P
  - b) Ctrl + Shift + P
  - c) Ctrl + V
  - d) Ctrl + Alt + V

Answer: C

88. The Clipboard can hold up to \_\_\_\_\_ items.
- a) 16
  - b) 24
  - c) 32
  - d) 50

Answer: B

89. You can display the Clipboard task pane by clicking the Dialog Box Launcher in the \_\_\_\_\_.
- a) Clipboard group on the Home tab
  - b) Clipboard group on the Design tab
  - c) Task group on the Home tab
  - d) Task group on the Design tab

Answer: A

90. Which of the following is NOT a Clipboard option?
- a) Show Office Clipboard Automatically
  - b) Collect Without Showing Office Clipboard
  - c) Show Office Clipboard Icon on Taskbar
  - d) Show Object Near Taskbar When Copying

Answer: D

91. When pasting text, which of the following is NOT a smart tag option?
- a) Use Default Theme
  - b) Keep Source Formatting
  - c) Use Destination Theme
  - d) Keep Text Only

Answer: A

92. A \_\_\_\_\_ is a collection of coordinated design elements, such as fonts, images, and colors.
- a) Gallery
  - b) placeholder
  - c) theme
  - d) template

Answer: C

93. A \_\_\_\_\_ is a set of formatting instructions, such as bold or underline that can be applied all at once.
- a) Style
  - b) gallery
  - c) template
  - d) theme

Answer: A

94. Which of the following is NOT a section in the All Themes gallery?

- a) My Themes
- b) This Presentation
- c) Built-In
- d) Commands to search for more themes

Answer: A

95. To display the All Themes gallery, you click the More button in the corner of the \_\_\_\_\_.

- a) Slide Setup group on Design tab
- b) Slide Setup group on Insert tab
- c) Themes group on Design tab
- d) Themes group on Insert tab

Answer: C

96. Which slide layout is appropriate for information relating to a single topic?

- a) Title
- b) Title and Content
- c) Content with Caption
- d) Section Header

Answer: B

97. \_\_\_\_\_ colors contain color choices for text and background, accent colors, and hyperlinks.

- a) Slide
- b) Template
- c) Theme
- d) Style

Answer: C

98. To display the Built-In Color gallery, you click the Color button in the \_\_\_\_\_.

- a) Styles group on the Layout tab
- b) Themes group on the Layout tab
- c) Styles group on the Design tab
- d) Themes group on the Design tab

Answer: D

99. There are how many built-in theme color sets?

- a) 10
- b) 16
- c) 21
- d) 31

Answer: C

100. To display the Fonts gallery, you click the Fonts button in the \_\_\_\_\_.

- a) Themes group on the Design tab
- b) Themes group on the Layout tab
- c) Styles group on the Layout tab
- d) Styles group on the Design tab

Answer: A