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| 1. Access and PowerPoint are not included in all configurations of Microsoft Office 2016.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.239 - Identify Office suite components | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:04 PM | |

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| 2. In Word, Excel, and PowerPoint, the interface can be modified to automatically open a blank document, workbook, or presentation.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 3. The first step in using an Office program is to launch it.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Start an Office App Office 4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.241 - Start an Office app | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 4. Clicking the Save command will allow you to duplicate a document with a different name.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Open a File and Save It with a New Name Office 10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.242 - Save a file with a new name | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 5. Changing your view of a document does not affect the file in any way.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Work Office 12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.243 - Describe and change views in an app | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 6. The Print Screen tool is a separate program in Windows 10 designed to capture whole screens or portions of screens.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Work Office 13 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.244 - Print a document | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:08 PM | |

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| 7. Closing a file closes all the open files in a program as well as the program itself.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Get Help, Close a File, and Exit an App Office 14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.245 - Close a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 8. If you try to close a file or exit a program, Office will not remind you if your document contains unsaved changes.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Get Help, Close a File, and Exit an App Office 14 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.246 - Exit an app | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 9. You can enable touch mode using the Quick Access toolbar.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Get Help, Close a File, and Exit an App Office 15 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.247 - Use Help | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 10. If there is a power outage while you are working on Office, each Office program has a built-in recovery feature that allows you to open and save files that were open at the time of the interruption.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Get Help, Close a File, and Exit an App Office 15 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.246 - Exit an app | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 11. Microsoft Office 2016 features a common, command-line user interface, so you can get up to speed faster and use advanced features with greater ease. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - context-sensitive | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.239 - Identify Office suite components | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:12 PM | |

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| 12. Office documents are compatible with one another, meaning that you can easily integrate an Excel chart into a PowerPoint slide, for example. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 13. All Office programs include the capability to incorporate feedback—called online collaboration—across the Internet or a company network. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 14. The title bar in every Office program includes tabs specific to the program, but all programs include a FILE tab and HOME tab on the left. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - Ribbon | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 15. You can get help in the form of a(n) Help file by pointing to almost any icon in the program window. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - ScreenTip | | *POINTS:* | 1 | | *REFERENCES:* | Get Help, Close a File, and Exit an App Office 14 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.249 - Display a ScreenTip | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 16. You use different Office apps to accomplish specific tasks, such a creating a newsletter or producing a sales presentation, yet all the programs have a similar \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | look and feel | b. | size | |  | c. | file extension | d. | file name |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 17. The apps in Office are bundled together in a group called a(n) \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | collection | b. | bundle | |  | c. | interface | d. | suite |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.239 - Identify Office suite components | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 18. \_\_\_\_ are predesigned combinations of color and formatting attributes you can apply to a document.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Palettes | b. | Themes | |  | c. | Templates | d. | Styles |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 19. \_\_\_\_ is best for managing quantitative data.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Word | b. | Access | |  | c. | PowerPoint | d. | Excel |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 20. The subscription service for Microsoft Office 2016 is called Microsoft \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Office 365 | b. | Cloud Office | |  | c. | Office Online | d. | All Apps |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 3 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:17 PM | |

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| 21. Acquiring Microsoft Office through Office 365, a subscription service, will allow all of the following EXCEPT   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | get the most up-to-date versions of apps | b. | move apps from old to new devices | |  | c. | install the apps on a maximum of two devices | d. | ability to install on multiple devices |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 3 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:25 PM | |

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| 22. A(n) \_\_\_\_ is a file containing professionally designed content that you can easily replace with your own.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | wizard | b. | matrix | |  | c. | clipboard | d. | template |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Start an Office App Office 4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.250 - Explain the purpose of a template | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 23. You can switch between open Office apps by clicking the desired program or document button on the taskbar or by using the [Alt][\_\_\_\_] keyboard shortcut combination.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Ctrl | b. | Shift | |  | c. | Tab | d. | Delete |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Start an Office App Office 4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.241 - Start an Office app | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 24. The maximum number of items that can be stored on the Office Clipboard is \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 12 | b. | 14 | |  | c. | 16 | d. | 24 |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Start an Office App Office 5 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.241 - Start an Office app | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 25. Zooming in, or choosing a higher zoom \_\_\_\_, makes a document appear bigger on screen, but less of it fits on the screen at once.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | aspect | b. | amount | |  | c. | size | d. | percentage |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.251 - Adjust the Zoom level | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 26. The navigation bar on the left side of \_\_\_\_ view contains commands to perform actions common to most Office programs.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Backstage | b. | Search | |  | c. | Manager | d. | Office |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.252 - Display and use Backstage view | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 27. Commands in an Office app window are organized into \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | ribbons | b. | tabs | |  | c. | sets | d. | lists |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 28. If you accidentally click a theme in the Theme gallery, click the \_\_\_\_ button on the Quick Access toolbar.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Redo | b. | Restore | |  | c. | Undo | d. | No theme |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 29. Backstage View opens when you click the \_\_\_\_ tab in any Office program.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | FILE | b. | OPTIONS | |  | c. | BACKSTAGE | d. | TOOLS |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.252 - Display and use Backstage view | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 30. In the accompanying figure, item 3 points to the \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Aspect theme | b. | Dialog Box Launcher | |  | c. | Mouse pointer | d. | Ribbon |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 Identify Office 2016 Screen Elements Office 7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A5-18985 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 31. The accompanying figure is an example of a \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | document | b. | spreadsheet | |  | c. | database | d. | presentation |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 Identify Office 2016 Screen Elements Office 7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A5-18985 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 32. In the accompanying figure, item 6 indicates the \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | template | b. | frame | |  | c. | document window | d. | preview |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 Identify Office 2016 Screen Elements Office 7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A5-18985 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 33. If you wanted to edit a design in a PowerPoint slide display, you would use the options pointed to by item \_\_\_\_ shown in the accompanying figure.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 3 | b. | 4 | |  | c. | 5 | d. | 6 |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A5-18985 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 34. When working in an Office program, one of the first things you need to do is to create and save a \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | file | b. | document | |  | c. | program | d. | record |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.253 - Create a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 35. In an open Word document, the \_\_\_\_ indicates where the next typed text will appear.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | insertion point | b. | tab | |  | c. | status bar | d. | mouse |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.253 - Create a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 36. A file created in \_\_\_\_ is called a document and has a .docx extension.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Word | b. | Excel | |  | c. | Publisher | d. | PowerPoint |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.254 - Save a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 37. A file created in \_\_\_\_ is called a database and has an .accdb extension.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Access | b. | Outlook | |  | c. | Groove | d. | Communicator |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.254 - Save a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 38. Once you have saved the document shown in the accompanying figure for the first time, clicking the \_\_\_\_ button saves changes without opening up a dialog box.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | New | b. | Save | |  | c. | Print | d. | Close |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 Create and Save a File Office 9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A9-30432 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.254 - Save a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 39. When you save the document shown in the accompanying figure for the first time, the \_\_\_\_ dialog box opens.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Open | b. | Close | |  | c. | Page Setup | d. | Save As |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 Create and Save a File Office 9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A9-30432 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.254 - Save a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 40. In the accompanying figure, item 1 points to the \_\_\_\_ button.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Save | b. | Close | |  | c. | New | d. | Open |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 Create and Save a File Office 9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A9-30432 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.253 - Create a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 41. In the accompanying figure, the circled item is the \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | cursor | b. | insertion point | |  | c. | Signal bar | d. | Word counter |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 Create and Save a File Office 9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | A9-30432 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.253 - Create a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 42. In Excel, you enter data in \_\_\_\_, which are formed by the intersection of a row and a column.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | columns | b. | cells | |  | c. | vectors | d. | rows |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Open a File and Save It with a New Name Office 10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.255 - Open an existing file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 43. Clicking Open as Copy creates a copy of an Office file already saved and named with the word “\_\_\_\_” in the title.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Read-Only | b. | Copy | |  | c. | Saved As | d. | Protected |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Open a File and Save It with a New Name Office 10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.255 - Open an existing file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 44. By saving an existing Office file with the \_\_\_\_ command, you create a duplicate that you can modify, while the original file remains intact.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | New | b. | Rename | |  | c. | Duplicate | d. | Save As |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Open a File and Save It with a New Name Office 10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.242 - Save a file with a new name | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 45. When you open a file created in an earlier version of Office, “\_\_\_\_ Mode” appears in the title bar, letting you know the file was created in an earlier, but usable version of the program.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Compatibility | b. | Backward | |  | c. | Prior | d. | Legacy |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Open a File and Save It with a New Name Office 11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.255 - Open an existing file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 46. In Word, the \_\_\_\_ presents the most accurate view of how your document will look when printed, displaying the entire page on screen at once.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Web Layout | b. | Print Layout | |  | c. | Outline view | d. | preview pane in Backstage view |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Work Office 12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.244 - Print a document | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 47. To view the preview pane, click the \_\_\_\_ tab, and click Print on the navigation bar.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | HOME | b. | FILE | |  | c. | INSERT | d. | PAGE LAYOUT |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Work Office 12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.244 - Print a document | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 48. A \_\_\_\_ is a digital image of your screen.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | file | b. | mirror | |  | c. | screen capture | d. | window |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Work Office 13 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.244 - Print a document | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 49. To create a screen capture, press [\_\_\_\_].   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Page Up | b. | Alt | |  | c. | PrtScn | d. | Insert |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Work Office 13 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.244 - Print a document | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 50. You can get comprehensive help at any time by pressing [\_\_\_\_] in an Office app.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Help | b. | Esc | |  | c. | Ctrl | d. | F1 |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Get Help, Close a File, and Exit an App Office 14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.247 - Use Help | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 51. Microsoft Office 2016 is a group of software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ designed to help you create documents, collaborate with co-workers, and track and analyze information.   |  |  | | --- | --- | | *ANSWER:* | apps  applications  programs | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.239 - Identify Office suite components | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:49 PM | |

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| 52. Using Microsoft \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2016, it’s easy to create powerful presentations complete with graphics, transitions, and even a soundtrack.   |  |  | | --- | --- | | *ANSWER:* | PowerPoint | | *POINTS:* | 1 | | *REFERENCES:* | Understand the Office 2016 Suite Office 2 | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.240 - Describe the features of each program | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:50 PM | |

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| 53. At the top of every Office program window is a(n) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_ bar, which displays the document and program name.   |  |  | | --- | --- | | *ANSWER:* | title | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 54. As a general rule, new software versions are backward-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, meaning that documents saved by an older version can be read by newer software.   |  |  | | --- | --- | | *ANSWER:* | compatible | | *POINTS:* | 1 | | *REFERENCES:* | Open a File and Save It with a New Name Office 11 | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.255 - Open an existing file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 55. When you make a digital image of your screen, Windows saves it in a temporary storage area called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | Clipboard | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Work Office 13 | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.244 - Print a document | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 56. How can you use shortcut keys to move between Office programs?   |  |  | | --- | --- | | *ANSWER:* | You can switch between open apps using a keyboard shortcut. The [Alt][Tab] keyboard combination lets you either switch quickly to the next open program or file or choose one from a gallery. To switch immediately to the next open program or file, press [Alt][Tab]. To choose from all open programs and files, press and hold [Alt], then press and release [Tab] without releasing [Alt]. A gallery opens on screen, displaying the filename and a thumbnail image of each open program and file, as well as of the desktop. Each time you press [Tab] while holding [Alt], the selection cycles to the next open file or location. Release [Alt] when the program, file, or location you want to activate is selected. | | *POINTS:* | 1 | | *REFERENCES:* | Start an Office App Office 4 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.241 - Start an Office app | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 57. What is the purpose of the Office Clipboard and how do you use it?   |  |  | | --- | --- | | *ANSWER:* | The purpose of the Office Clipboard is to allow you to cut and copy items from one Office program and paste them into others. The Clipboard can store a maximum of 24 items. To access it, open the Office Clipboard task pane by clicking the dialog box launcher in the Clipboard group in the HOME tab. Each time you copy a selection, it is saved in the Office Clipboard. Each entry in the Office Clipboard includes an icon that tells you the program in which it was created. To paste an entry, click in the document where you want it to appear, then click the item in the Office Clipboard. To delete an item from the Office Clipboard, right-click the item, then click Delete. | | *POINTS:* | 1 | | *REFERENCES:* | Start an Office App Office 5 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.256 - Start a new blank document | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 58. Discuss saving files to OneDrive, and include definitions of the terms online collaboration and cloud computing in your response.   |  |  | | --- | --- | | *ANSWER:* | All Office programs include the capability to incorporate feedback—called online collaboration—across the Internet or a company network. Using cloud computing (work done in a virtual environment), you can take advantage of commonly shared features such as a consistent interface. Using OneDrive, a free file storage service from Microsoft, you and your colleagues can create and store documents in the cloud and make the documents available anywhere there is Internet access to whomever you choose. To use OneDrive, you need a free Microsoft Account, which you obtain at the signup.live.com website. When you are logged into your Microsoft account and you save a file in any of the Office apps, the first option in the Save As screen is your OneDrive. Double-click your OneDrive option and the Save As dialog box opens displaying a location in the address bar unique to your OneDrive account. Type a name in the File name text box, then click Save and your file is saved to your OneDrive. To sync your files with OneDrive, you’ll need to download and install the OneDrive for Windows app. Then, when you open Explorer, you’ll notice a new folder called OneDrive has been added to the Users folder. In this folder is a sub-folder called Documents, in which an updated copy of your Office app files resides. This means if your Internet connection fails, you can work on your files offline. The OneDrive folder also displays Explorer in the list of Favorites folders. | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 9 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.257 - Explain OneDrive | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/15/2016 11:55 PM | |

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| 59. Explain how to customize the Quick Access toolbar.   |  |  | | --- | --- | | *ANSWER:* | You can customize the Quick Access toolbar to display your favorite commands. To do so, click the Customize Quick Access Toolbar button in the title bar, then click the command you want to add. If you don’t see the command in the list, click More Commands to open the Quick Access Toolbar tab of the current program’s Options dialog box. In the Options dialog box, use the Choose commands from list to choose a category, click the desired command in the list on the left, click Add to add it to the Quick Access toolbar, then click OK. To remove a button from the toolbar, click the name in the list on the right in the Options dialog box, then click Remove. To add a command to the Quick Access toolbar as you work, simply right-click the button on the Ribbon, then click Add to Quick Access Toolbar on the shortcut menu. To move the Quick Access toolbar below the Ribbon, click the Customize Quick Access Toolbar button, and then click Show Below the Ribbon. | | *POINTS:* | 1 | | *REFERENCES:* | View and Print Your Wor Office 12 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.243 - Describe and change views in an app | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 60. Describe how to end a work session in Office.   |  |  | | --- | --- | | *ANSWER:* | When you’re finished working in an Office document, you have a few choices regarding ending your work session. You close a file by clicking the FILE tab, then clicking Close; you exit a program by clicking the Close button on the title bar. Closing a file leaves a program running, while exiting a program closes all the open files in that program as well as the program itself. In all cases, Office reminds you if you try to close a file or exit a program and your document contains unsaved changes. | | *POINTS:* | 1 | | *REFERENCES:* | Get Help, Close a File, and Exit an App Office 14 | | *QUESTION TYPE:* | Essay | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.246 - Exit an app | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| **Critical Thinking Questions**  **Case 1-1**  ​  You have casually used programs within the Microsoft Office suite for several years, but for Office 2016 you decide to take an online tutorial to really master the applications. |

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| 61. You know that there are many similarities in features among the Office applications. In your tutorial, what do you learn is the collective term for all the ways you interact with software programs like those in the Office suite?   |  |  |  |  | | --- | --- | --- | --- | | a. | look and feel | c. | user interface | | b. | dialog box | d. | file structure |  |  |  | | --- | --- | | *ANSWER:* | C | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1-16245 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 62. Which of the following components of the Office suite offers one-stop shopping for many commonly performed tasks?   |  |  |  |  | | --- | --- | --- | --- | | a. | Live Preview | c. | document windows | | b. | Backstage view | d. | status bar |  |  |  | | --- | --- | | *ANSWER:* | B | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1-16245 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.252 - Display and use Backstage view | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 63. Which of the following features lets you see more of a given document at a reduced size?   |  |  |  |  | | --- | --- | --- | --- | | a. | minimizing | c. | zooming in | | b. | maximizing | d. | zooming out |  |  |  | | --- | --- | | *ANSWER:* | D | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1-16245 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.251 - Adjust the Zoom level | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 64. You are looking for a resource that includes buttons for common Office commands. Which component of the Office window offers this?   |  |  |  |  | | --- | --- | --- | --- | | a. | Quick Access toolbar | c. | menu bar | | b. | status bar | d. | Ribbon |  |  |  | | --- | --- | | *ANSWER:* | A | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1-16245 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| 65. Which Office screen element displays commands you are likely to need for current tasks?   |  |  |  |  | | --- | --- | --- | --- | | a. | Backstage view | c. | document manager | | b. | dialog box launcher | d. | Ribbon |  |  |  | | --- | --- | | *ANSWER:* | D | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Subjective Short Answer | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | case 1-1-16245 | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.248 - Identify basic components of the user interface | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 2/26/2016 7:29 PM | |

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| *Identify the letter of the choice that best matches the phrase or definition.*   |  |  | | --- | --- | | a. | file | | b. | user interface | | c. | Document Recovery task pane | | d. | screen capture | | e. | Microsoft Excel 2016 |  |  |  | | --- | --- | | *REFERENCES:* | View and Print Your Work Office 13 Get Help, Close a File, and Exit an App Office 15 Understand the Office 2016 Suite Office 2 Identify Office 2016 Screen Elements Office 6 Create and Save a File Office 8 | | *QUESTION TYPE:* | Matching | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | BESK.OFIN.16.239 - Identify Office suite components BESK.OFIN.16.244 - Print a document BESK.OFIN.16.246 - Exit an app BESK.OFIN.16.248 - Identify basic components of the user interface BESK.OFIN.16.253 - Create a file | | *DATE CREATED:* | 2/26/2016 7:29 PM | | *DATE MODIFIED:* | 4/16/2016 12:03 AM | |

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| 66. An Office program that helps you keep track of personal expenses and budgets.   |  |  | | --- | --- | | *ANSWER:* | e | | *POINTS:* | 1 | |

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| 67. A snapshot of your screen.   |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | |

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| 68. A collective term for all the ways you interact with a software program.   |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | |

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| 69. Opens on the left side of your screen when restarting a program that has been interrupted.   |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | |

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| 70. A stored collection of data.   |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | |

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| 71. ​You can use Office Clipboard to cut and copy items from one Office program and paste them into others.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Start an Office App Office 5 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/16/2016 12:06 AM | | *DATE MODIFIED:* | 4/16/2016 12:07 AM | |

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| 72. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  is a collective term for all the ways you interact with a software program.   |  |  | | --- | --- | | *ANSWER:* | user interface​ | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 6 | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/16/2016 12:08 AM | | *DATE MODIFIED:* | 4/16/2016 12:09 AM | |

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| 73. All Microsoft Office programs have a share button except PowerPoint.   |  |  |  | | --- | --- | --- | |  | a. | Yes | |  | b. | No |  |  |  | | --- | --- | | *ANSWER:* | No | | *POINTS:* | 1 | | *REFERENCES:* | Identify Office 2016 Screen Elements Office 7 | | *QUESTION TYPE:* | Yes / No | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/16/2016 12:11 AM | | *DATE MODIFIED:* | 4/16/2016 12:11 AM | |

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| 74. ​OneDrive is a program within Excel which amplifies its computing power.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Create and Save a File Office 8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/16/2016 12:12 AM | | *DATE MODIFIED:* | 4/16/2016 12:13 AM | |

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| 75. ​'Backward compatible' means that documents that are saved by an older version can be read by the newer software.   |  |  |  | | --- | --- | --- | |  | a. | Yes | |  | b. | No |  |  |  | | --- | --- | | *ANSWER:* | Yes | | *POINTS:* | 1 | | *REFERENCES:* | Open a File and Save It with a New Name Office 11 | | *QUESTION TYPE:* | Yes / No | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 4/16/2016 12:15 AM | | *DATE MODIFIED:* | 4/16/2016 12:17 AM | |