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| **True / False** |

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| 1. ​OneNote will not function at all without an Internet connection.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | PA-2 Syncing a Notebook to the Cloud | |

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| 2. ​OneNote allows users to convert handwriting to text using the Ink to Text button.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Converting Handwriting to Text PA-3 | |

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

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| 4. ​​Microsoft Sway is available as an app on Office365 or at Sway.com.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 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 | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 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 | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 7. ​Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to Office PA-10 | |

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| 8. ​​Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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

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| 10. ​​Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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

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| 12. ​Microsoft Edge will allow users to save webpages, but they cannot be written on.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 13. ​OneNote will not function at all without an Internet connection.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | PA-2 Syncing a Notebook to the Cloud | |

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| 14. ​OneNote allows users to convert handwriting to text using the Ink to Text button.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Converting Handwriting to Text PA-3 | |

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| 15. ​​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 | | *REFERENCES:* | PA-4 Recording a Lecture | |

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| 16. ​​Microsoft Sway is available as an app on Office365 or at Sway.com.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 17. ​​Sway users work through a Storyline, which has tools and a work area for composing a digital story.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 18. Sway will not resize background images, so it is necessary to purchase a separate app to do that.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 19. ​Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to Office PA-10 | |

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| 20. ​​Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 21. ​​Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | Inserting Quizzes, Live Webpages, and Apps PA-12 | |

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| 22. ​​Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 23. ​​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 | | *REFERENCES:* | Locating Information with Cortana PA-14 | |

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| 24. ​Microsoft Edge will allow users to save webpages, but they cannot be written on.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| **Modified True / False** |

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| 25. ​​Each OneNote notebook is divided into sections, also called Section Tabs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 26. ​​It is possible, through OneNote, to draw directly on the screen using drawing tools. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 27. ​​OneNote only allows one type of project to be stored at a time. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 28. ​A Sway site can be shared on Microsoft-approved devices only. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | PA-6 Introduction to Sway | |

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| 29. ​​Storyline selections, called Frames, allow users to add content. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 30. ​Users can add Facebook or OneNote pictures in Sway without leaving the app. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Adding Content to Build a Story PA-7 | |

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| 31. ​​To use Office Mix, an account is necessary at mix.office.com. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Adding Office Mix to PowerPoint PA-10 | |

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| 32. ​​Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | PA-10 Adding Office Mix to PowerPoint | |

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| 33. ​Using Office Mix, screen recordings can be captured and used to help enhance a presentation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 34. ​​In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 35. ​​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 | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 36. ​​Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 37. ​​Each OneNote notebook is divided into sections, also called Section Tabs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 38. ​​It is possible, through OneNote, to draw directly on the screen using drawing tools. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 39. ​​OneNote only allows one type of project to be stored at a time. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 40. ​A Sway site can be shared on Microsoft-approved devices only. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | PA-6 Introduction to Sway | |

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| 41. ​​Storyline selections, called Frames, allow users to add content. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 42. ​Users can add Facebook or OneNote pictures in Sway without leaving the app. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Adding Content to Build a Story PA-7 | |

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| 43. ​​To use Office Mix, an account is necessary at mix.office.com. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Adding Office Mix to PowerPoint PA-10 | |

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| 44. ​​Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | PA-10 Adding Office Mix to PowerPoint | |

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| 45. ​Using Office Mix, screen recordings can be captured and used to help enhance a presentation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 46. ​​In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 47. ​​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 | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 48. ​​Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| **Multiple Choice** |

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| 49. ​Microsoft OneNote is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ app for your academic and professional life.​   |  |  |  | | --- | --- | --- | |  | a. | ​spreadsheet | |  | b. | ​notetaking | |  | c. | ​database | |  | d. | ​gaming |  |  |  | | --- | --- | | *ANSWER:* | b | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 50. ​​OneNote is divided into sections similar to that of a   |  |  |  | | --- | --- | --- | |  | a. | ​​spiral notebook. | |  | b. | ​​map | |  | c. | ​​compass | |  | d. | ​​desktop |  |  |  | | --- | --- | | *ANSWER:* | a | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 51. ​​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 | | *REFERENCES:* | Syncing a Notebook to the Cloud PA-2 | |

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| 52. ​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 | | *REFERENCES:* | Syncing a Notebook to the Cloud PA-2 | |

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| 53. ​​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 | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 54. ​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 | | *REFERENCES:* | Creating a Sway presentation PA-6 | |

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| 55. ​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 | | *REFERENCES:* | Adding Content to Build a Story PA-7 | |

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| 56. ​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 | | *REFERENCES:* | Sharing an office Mix Presentation PA-12 | |

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| 57. ​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 | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 58. ​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 | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 59. ​To share an Office Mix presentation,   |  |  |  | | --- | --- | --- | |  | a. | ​let a friend or colleage 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 | | *REFERENCES:* | Sharing an Office Mix Presentation PA-12 | |

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| 60. ​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 | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 61. ​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 | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 62. ​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 | | *REFERENCES:* | Locating Information with Cortana PA-14 | |

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| 63. ​Microsoft OneNote is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ app for your academic and professional life.​   |  |  |  | | --- | --- | --- | |  | a. | ​spreadsheet | |  | b. | ​notetaking | |  | c. | ​database | |  | d. | ​gaming |  |  |  | | --- | --- | | *ANSWER:* | b | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 64. ​​OneNote is divided into sections similar to that of a   |  |  |  | | --- | --- | --- | |  | a. | ​​spiral notebook. | |  | b. | ​​map | |  | c. | ​​compass | |  | d. | ​​desktop |  |  |  | | --- | --- | | *ANSWER:* | a | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 65. ​​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 | | *REFERENCES:* | Syncing a Notebook to the Cloud PA-2 | |

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| 66. ​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 | | *REFERENCES:* | Syncing a Notebook to the Cloud PA-2 | |

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| 67. ​​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 | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 68. ​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 | | *REFERENCES:* | Creating a Sway presentation PA-6 | |

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| 69. ​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 | | *REFERENCES:* | Adding Content to Build a Story PA-7 | |

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| 70. ​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 | | *REFERENCES:* | Sharing an office Mix Presentation PA-12 | |

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| 71. ​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 | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 72. ​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 | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 73. ​To share an Office Mix presentation,   |  |  |  | | --- | --- | --- | |  | a. | ​let a friend or colleage 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 | | *REFERENCES:* | Sharing an Office Mix Presentation PA-12 | |

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| 74. ​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 | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 75. ​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 | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 76. ​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 | | *REFERENCES:* | Locating Information with Cortana PA-14 | |

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| **Multiple Response** |

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| 77. ​Microsoft OneNote replaces physical \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_\_ with a searchable, digital notebook.   |  |  |  | | --- | --- | --- | |  | a. | ​notebooks | |  | b. | ​binders | |  | c. | ​paper notes | |  | d. | ​computers |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 78. ​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 | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 79. ​Each OneNote notebook contains \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | ​sections | |  | b. | ​pages | |  | c. | ​other notebooks | |  | d. | ​complete apps |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 80. ​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 | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 81. ​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 | | *REFERENCES:* | Adding Content to Build a Story PA-7 | |

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| 82. ​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 | | *REFERENCES:* | Sharing a Sway PA-8 | |

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| 83. ​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 sucha 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 | | *REFERENCES:* | Introduction to Office Mix PA-10 | |

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| 84. ​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 | | *REFERENCES:* | Inserting Quizzes, Live Webpages, and Apps PA-12 | |

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| 85. ​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 | | *REFERENCES:* | Sharing an Office Mix Presentation PA-12 | |

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| 86. ​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 | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 87. ​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 | | *REFERENCES:* | Locating Information with Cortana PA-14 | |

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| 88. ​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 | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 89. ​Microsoft OneNote replaces physical \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_\_ with a searchable, digital notebook.   |  |  |  | | --- | --- | --- | |  | a. | ​notebooks | |  | b. | ​binders | |  | c. | ​paper notes | |  | d. | ​computers |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 90. ​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 | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 91. ​Each OneNote notebook contains \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | ​sections | |  | b. | ​pages | |  | c. | ​other notebooks | |  | d. | ​complete apps |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 92. ​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 | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 93. ​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 | | *REFERENCES:* | Adding Content to Build a Story PA-7 | |

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| 94. ​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 | | *REFERENCES:* | Sharing a Sway PA-8 | |

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| 95. ​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 sucha 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 | | *REFERENCES:* | Introduction to Office Mix PA-10 | |

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| 96. ​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 | | *REFERENCES:* | Inserting Quizzes, Live Webpages, and Apps PA-12 | |

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| 97. ​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 | | *REFERENCES:* | Sharing an Office Mix Presentation PA-12 | |

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| 98. ​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 | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 99. ​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 | | *REFERENCES:* | Locating Information with Cortana PA-14 | |

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| 100. ​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 | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| **Completion** |

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| 101. OneNote is \_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​A note-taking app for your academic and professional life. | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 102. ​Links to companion Sways that teach you how to use OneNote can be found at \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | www.cengagebrain.com.​ | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 103. ​Beyond simple typed notes, OneNote \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video. | | *REFERENCES:* | Taking Notes PA-3 | |

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| 104. ​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.​ | | *REFERENCES:* | Recording a Lecture PA-4 | |

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| 105. ​When you draw on a page, OneNote creates a\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | drawing canvas, which is a container for shapes and lines. | | *REFERENCES:* | Taking Notes PA-3 | |

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| 106. ​OneNote saves your notes \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​every time you make a change in a notebook. | | *REFERENCES:* | Syncing a Notebook to the Cloud PA-2 | |

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| 107. A Sway site organizes text, images, and video into a \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​responsive design, which means your content adapts perfectly to any screen size. | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 108. ​You create a Sway by adding text and media content into a Storyline selection, or   |  |  | | --- | --- | | *ANSWER:* | card​ | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 109. ​To add pictures, videos, or documents in a Sway, select a card in the left pane and \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​select the Insert Content button. | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 110. ​In Sway, use the Design button to display tools including \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​color palettes, font choices, animation emphasis effects, and style templates. | | *REFERENCES:* | Designing a Sway PA-8 | |

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| 111. ​Use the \_\_\_\_\_\_ button to display your finished Sway presentation as a website.   |  |  | | --- | --- | | *ANSWER:* | Play​ | | *REFERENCES:* | Publishing a Sway PA-8 | |

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| 112. ​As the author, you can edit a published Sway site by clicking the\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | Edit button​ | | *REFERENCES:* | Publishing a Sway PA-8 | |

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| 113. ​Office Mix is a \_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | ​free PowerPoint add-in from Microsoft that adds features to PowerPoint. | | *REFERENCES:* | Introduction to Office Mix PA-10 | |

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| 114. ​When you post a finished presentation to OneDrive, Office Mix \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​provides a link you can share with friends and colleagues. | | *REFERENCES:* | Introduction to Office Mix PA-10 | |

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| 115. ​In Office Mix, a clip is \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​a short segment of audio, such as music, or video. | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 116. Office Mix creates video clips in two ways: \_\_\_\_\_\_\_\_\_\_. ​   |  |  | | --- | --- | | *ANSWER:* | ​by recording live action on a webcam and by capturing screen images and movements. | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 117. ​To enhance and assess audience understanding, make your slides interactive by using Office Mix to \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​add quizzes, live webpages, and apps. | | *REFERENCES:* | Inserting Quizzes, Live Webpages, and Apps PA-12 | |

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| 118. ​When you complete your work with Office Mix, \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​upload the presentation to your personal Office Mix dashboard. | | *REFERENCES:* | Sharing an Office Mix Presentation PA-12 | |

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| 119. ​Microsoft Edge is \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​the name of the new Web browser built into Windows 10. | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 120. ​Microsoft Edge allows you to \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana. | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 121. ​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. | | *REFERENCES:* | Locating Information with Cortana PA-14 | |

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| 122. ​In Microsoft Edge, you can switch to Reading View, which \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | is available for most news and research sites, to eliminate distracting advertisements.​ | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 123. ​Consider the Hub in Microsoft Edge as \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | providing one-stop access to all the things you collect on the web.​ | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 124. ​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. | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 125. ​You can share inked pages with others using Microsoft Edge by \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​using the Share Web Note button. | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 126. OneNote is \_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​A note-taking app for your academic and professional life. | | *REFERENCES:* | Introduction to OneNote 2016 PA-2 | |

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| 127. ​Links to companion Sways that teach you how to use OneNote can be found at \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | www.cengagebrain.com.​ | | *REFERENCES:* | Creating a OneNote Notebook PA-2 | |

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| 128. ​Beyond simple typed notes, OneNote \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video. | | *REFERENCES:* | Taking Notes PA-3 | |

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| 129. ​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.​ | | *REFERENCES:* | Recording a Lecture PA-4 | |

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| 130. ​When you draw on a page, OneNote creates a\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | drawing canvas, which is a container for shapes and lines. | | *REFERENCES:* | Taking Notes PA-3 | |

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| 131. ​OneNote saves your notes \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​every time you make a change in a notebook. | | *REFERENCES:* | Syncing a Notebook to the Cloud PA-2 | |

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| 132. A Sway site organizes text, images, and video into a \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​responsive design, which means your content adapts perfectly to any screen size. | | *REFERENCES:* | Introduction to Sway PA-6 | |

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| 133. ​You create a Sway by adding text and media content into a Storyline selection, or   |  |  | | --- | --- | | *ANSWER:* | card​ | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 134. ​To add pictures, videos, or documents in a Sway, select a card in the left pane and \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​select the Insert Content button. | | *REFERENCES:* | Creating a Sway Presentation PA-6 | |

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| 135. ​In Sway, use the Design button to display tools including \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​color palettes, font choices, animation emphasis effects, and style templates. | | *REFERENCES:* | Designing a Sway PA-8 | |

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| 136. ​Use the \_\_\_\_\_\_ button to display your finished Sway presentation as a website.   |  |  | | --- | --- | | *ANSWER:* | Play​ | | *REFERENCES:* | Publishing a Sway PA-8 | |

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| 137. ​As the author, you can edit a published Sway site by clicking the\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | Edit button​ | | *REFERENCES:* | Publishing a Sway PA-8 | |

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| 138. ​Office Mix is a \_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | ​free PowerPoint add-in from Microsoft that adds features to PowerPoint. | | *REFERENCES:* | Introduction to Office Mix PA-10 | |

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| 139. ​When you post a finished presentation to OneDrive, Office Mix \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​provides a link you can share with friends and colleagues. | | *REFERENCES:* | Introduction to Office Mix PA-10 | |

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| 140. ​In Office Mix, a clip is \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​a short segment of audio, such as music, or video. | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 141. Office Mix creates video clips in two ways: \_\_\_\_\_\_\_\_\_\_. ​   |  |  | | --- | --- | | *ANSWER:* | ​by recording live action on a webcam and by capturing screen images and movements. | | *REFERENCES:* | Capturing Video Clips PA-11 | |

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| 142. ​To enhance and assess audience understanding, make your slides interactive by using Office Mix to \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​add quizzes, live webpages, and apps. | | *REFERENCES:* | Inserting Quizzes, Live Webpages, and Apps PA-12 | |

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| 143. ​When you complete your work with Office Mix, \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​upload the presentation to your personal Office Mix dashboard. | | *REFERENCES:* | Sharing an Office Mix Presentation PA-12 | |

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| 144. ​Microsoft Edge is \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​the name of the new Web browser built into Windows 10. | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 145. ​Microsoft Edge allows you to \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana. | | *REFERENCES:* | Introduction to Microsoft Edge PA-14 | |

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| 146. ​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. | | *REFERENCES:* | Locating Information with Cortana PA-14 | |

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| 147. ​In Microsoft Edge, you can switch to Reading View, which \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | is available for most news and research sites, to eliminate distracting advertisements.​ | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 148. ​Consider the Hub in Microsoft Edge as \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | providing one-stop access to all the things you collect on the web.​ | | *REFERENCES:* | Browsing the Web with Microsoft Edge PA-14 | |

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| 149. ​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. | | *REFERENCES:* | Annotating Webpages PA-15 | |

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| 150. ​You can share inked pages with others using Microsoft Edge by \_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | ​using the Share Web Note button. | | *REFERENCES:* | Annotating Webpages PA-15 | |