

Name: _____ Class: _____ Date: _____

Word Module 1

1. The default view in Word is _____.

- a. Print Layout view b. Headline view
- c. Web Layout view d. Outline view

ANSWER: a

POINTS: 1

REFERENCES: WD 3
Project-Flyer with a Picture

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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2. To enter a blank line into a document, press the _____ key without typing any text on the line.

- a. CTRL b. ALT
- c. ENTER d. ESC

ANSWER: c

POINTS: 1

REFERENCES: WD 5
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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3. Press the ENTER key in all of the following circumstances EXCEPT _____.

- a. to insert a blank line into a document
- b. when the insertion point reaches the right margin
- c. to begin a new paragraph
- d. in response to prompts in Word dialog boxes

ANSWER: b

POINTS: 1

REFERENCES: WD 7
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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4. When Word flags a possible spelling or grammar error, it also changes the Spelling and Grammar Check icon to a(n) _____.

- a. black circle b. green check mark
- c. X d. red check mark

ANSWER: c

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POINTS: 1
REFERENCES: WD 8
Entering Text
QUESTION TYPE: Multiple Choice
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5. If a flagged word is spelled correctly, right-click it and then click _____ on the shortcut menu to instruct Word not to flag future occurrences of the same word in this document.

- a. Not a Mistake
- b. Correct Spelling
- c. Do Not Correct
- d. Ignore All

ANSWER: d
POINTS: 1
REFERENCES: WD 9
Entering Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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6. To move left one word with the keyboard, press the _____ key(s).

- a. HOME
- b. CTRL+LEFT ARROW
- c. ALT+CTRL+LEFT ARROW
- d. ALT+LEFT ARROW

ANSWER: b
POINTS: 1
REFERENCES: WD 11
Entering Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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7. To move to the beginning of a line with the keyboard, press the _____ key(s).

- a. LEFT ARROW
- b. CTRL+HOME
- c. HOME
- d. PAGE UP

ANSWER: c
POINTS: 1
REFERENCES: WD 11
Entering Text
QUESTION TYPE: Multiple Choice
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8. To move to the end of the document, press the ____ key(s).

- a. DOWN ARROW
- b. END
- c. CTRL+DOWN ARROW
- d. CTRL+END

ANSWER: d

POINTS: 1

REFERENCES: WD 11
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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9. To move to the right one word, press the ____ key(s).

- a. ALT+RIGHT ARROW
- b. F1
- c. CTRL+RIGHT ARROW
- d. RIGHT ARROW

ANSWER: c

POINTS: 1

REFERENCES: WD 11
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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10. To move up one paragraph, press the ____ key(s).

- a. F1
- b. ALT+UP ARROW
- c. UP ARROW
- d. CTRL+UP ARROW

ANSWER: d

POINTS: 1

REFERENCES: WD 11
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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11. To move down one paragraph, press the ____ key(s).

- a. ALT+DOWN ARROW
- b. CTRL+DOWN ARROW
- c. DOWN ARROW
- d. F1

ANSWER: b

POINTS: 1

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REFERENCES: WD 11
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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12. To move to the bottom of a document window, press the ____ key(s).

- a. ALT+CTRL+PAGE DOWN
- b. CTRL+PAGE DOWN
- c. ALT+PAGE DOWN
- d. PAGE DOWN

ANSWER: a

POINTS: 1

REFERENCES: WD 11
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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13. To move to the top of a document window, press the ____ key(s).

- a. CTRL+PAGE UP
- b. ALT+CTRL+PAGE UP
- c. PAGE UP
- d. ALT+PAGE UP

ANSWER: b

POINTS: 1

REFERENCES: WD 11
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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14. When you use the keyboard to scroll to a different position in the document, the ____ automatically moves when you press the desired keys.

- a. roster
- b. insertion point
- c. alt tag
- d. smart tag

ANSWER: b

POINTS: 1

REFERENCES: WD 11
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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15. ____ formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print.

- a. Document
- b. Character
- c. Paragraph
- d. Object

ANSWER: b

POINTS: 1

REFERENCES: WD 11
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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16. Word includes a variety of document ____ to assist you with coordinating visual elements in a document.

- a. layouts
- b. formats
- c. themes
- d. graphs

ANSWER: c

POINTS: 1

REFERENCES: WD 12
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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17. The ____, or typeface, defines the appearance and shape of letters, numbers, and special characters.

- a. font
- b. font size
- c. point
- d. paragraph formatting

ANSWER: a

POINTS: 1

REFERENCES: WD 12
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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18. On most computers, the default font size in Word is ____.

- a. 8
- b. 11
- c. 14
- d. 16

ANSWER: b

POINTS: 1

REFERENCES: WD 12
Formatting Paragraphs and Characters

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QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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19. A(n) ____ paragraph is a paragraph that begins with a dot or other symbol.

- a. headline
- b. centered
- c. bulleted
- d. indexed

ANSWER: c

POINTS: 1

REFERENCES: WD 12
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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20. The file type ____ identifies a Word 2016 document.

- a. .doc
- b. .docx
- c. .dot
- d. .doct

ANSWER: b

POINTS: 1

REFERENCES: WD 13
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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21. Which of the following colors suggests neutrality?

- a. green
- b. brown
- c. red
- d. gray

ANSWER: d

POINTS: 1

REFERENCES: WD 29
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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22. With more than ____ predefined color schemes, Word provides a simple way to select colors that work well together.

- a. 15
- b. 20

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c. 30 d. 40

ANSWER: b

POINTS: 1

REFERENCES: WD 29
 Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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23. The default color scheme is called _____.

- a. Microsoft b. Standard
c. Calibri d. Office

ANSWER: d

POINTS: 1

REFERENCES: WD 29
 Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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24. To select nonadjacent items, select the first item as usual, press and hold down the _____ key, and then while holding down the key, select the additional items.

- a. HOME b. F1
c. CTRL d. ALT

ANSWER: c

POINTS: 1

REFERENCES: WD 30
 Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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25. The small squares and circles around a selected graphic are called _____ handles.

- a. sizing b. shape
c. base d. dimension

ANSWER: a

POINTS: 1

REFERENCES: WD 33
 Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False

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26. When you click the ____ button for a selected graphic, Word provides options for changing how a graphic is positioned with text in a document.

- a. Layout Options
- b. Image Options
- c. Positioning
- d. Graphic Placement

ANSWER: a

POINTS: 1

REFERENCES: WD 33
Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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27. To see the height and width of the currently selected graphic, look in the ____ group on the Picture Tools Format tab.

- a. Measurements
- b. Options
- c. Size
- d. Dimensions

ANSWER: c

POINTS: 1

REFERENCES: WD 35
Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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28. When you drag a graphic's ____ handle, the graphic moves in either a clockwise or counterclockwise direction.

- a. turn
- b. rotate
- c. selection
- d. revolution

ANSWER: b

POINTS: 1

REFERENCES: WD 36
Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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29. To center a page's contents vertically between the top and bottom margins, click the Page Setup Dialog Box Launcher, click the ____ tab, click the vertical alignment box arrow, click Center in the list, and then click the OK button.

- a. Layout
- b. Alignment

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c. Position d. Format

ANSWER: a
POINTS: 1
REFERENCES: WD 41
 Enhancing the Page
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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30. ____ are types of changes that occur when text has been omitted from a document and must be inserted later.

a. Additions b. Deletions
c. Modifications d. All of the above

ANSWER: a
POINTS: 1
REFERENCES: WD 43
 Correcting Errors and Revising a Document
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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31. Press the ____ key(s) to erase one character to the left of the insertion point.

a. CTRL+HOME b. DELETE
c. BACKSPACE d. END

ANSWER: c
POINTS: 1
REFERENCES: WD 44
 Correcting Errors and Revising a Document
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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32. Press the ____ key(s) to erase one character to the right of the insertion point.

a. CTRL+HOME b. DELETE
c. BACKSPACE d. END

ANSWER: b
POINTS: 1
REFERENCES: WD 44
 Correcting Errors and Revising a Document
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Modified Multiple Choice

33. In which of the following circumstances should you press the ENTER key?

- a. To terminate a short line of text and advance to the next line b. To begin a new paragraph

ANSWER: a, b

POINTS: 1

REFERENCES: WD 7
Entering Text

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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34. The text in a flyer is organized into the following areas: _____.

- a. footer b. headline
c. signature line d. body copy

ANSWER: b, c, d

POINTS: 1

REFERENCES: WD 10
Entering Text

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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35. Word provides a means of canceling your recent _____.

- a. applications b. indices
c. actions d. commands

ANSWER: c, d

POINTS: 1

REFERENCES: WD 22
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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36. The color orange denotes _____.

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- a. success b. creativity
- c. victory d. harmony

ANSWER: a, b, c

POINTS: 1

REFERENCES: WD 29
Formatting Paragraphs and Characters

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

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37. If Word finds a potential error in a document, a red, green, or blue wavy underline flags the problem.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 4
Entering Text

QUESTION TYPE: True / False

HAS VARIABLES: False

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38. A raised dot (·) shows where the ENTER key was pressed.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: WD 5
Entering Text

QUESTION TYPE: True / False

HAS VARIABLES: False

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39. Each time the ENTER key is pressed, Word creates a new paragraph.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 7
Entering Text

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QUESTION TYPE: True / False
HAS VARIABLES: False
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40. Wordwrap forces you to stop typing words and press the ENTER key at the end of each line.
- a. True
 - b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 7
Entering Text

QUESTION TYPE: True / False
HAS VARIABLES: False
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41. As you enter text in the Word document window, you must press the ENTER key when the insertion point reaches the right margin.
- a. True
 - b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 7
Entering Text

QUESTION TYPE: True / False
HAS VARIABLES: False
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42. A document may wordwrap differently depending on the type of printer being used.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: WD 7
Entering Text

QUESTION TYPE: True / False
HAS VARIABLES: False
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43. A flagged word is one that is misspelled.
- a. True

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b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 8
Entering Text
QUESTION TYPE: True / False
HAS VARIABLES: False
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44. To minimize wrist injury, switch frequently among touch gestures, the keyboard, and the mouse.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 11
Formatting Paragraphs and Characters
QUESTION TYPE: True / False
HAS VARIABLES: False
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45. Paragraph formatting requires the paragraph to be selected prior to formatting.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 11
Formatting Paragraphs and Characters
QUESTION TYPE: True / False
HAS VARIABLES: False
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46. A single point is about 1/12 of an inch in height.

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 12
Formatting Paragraphs and Characters
QUESTION TYPE: True / False
HAS VARIABLES: False

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47. When shading paragraphs, Word shades from the left margin to the right margin of the current paragraph.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 19
Formatting Paragraphs and Characters

QUESTION TYPE: True / False

HAS VARIABLES: False

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48. Word provides an Undo button that can be used to cancel the most recent command or action.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: WD 22
Formatting Paragraphs and Characters

QUESTION TYPE: True / False

HAS VARIABLES: False

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49. To reload a picture taken with a digital camera means to copy the digital picture from the camera to your computer.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: WD 31
Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: True / False

HAS VARIABLES: False

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50. To zoom a document using a touch screen, repeatedly pinch and stretch in order to change the size of the document in the document window.

- a. True
- b. False

ANSWER: True

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POINTS: 1
REFERENCES: WD 34
Inserting and Formatting a Picture in a Word Document
QUESTION TYPE: True / False
HAS VARIABLES: False
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51. Word inserts text to the right of the insertion point.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: WD 43
Correcting Errors and Revising a Document
QUESTION TYPE: True / False
HAS VARIABLES: False
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52. A(n) green wavy underline indicates the text may contain a contextual spelling error such as the misuse of homophones. _____

ANSWER: False - blue
POINTS: 1
REFERENCES: WD 8
Entering Text
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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53. The Standard toolbar appears whenever you select text. _____

ANSWER: False - mini toolbar
POINTS: 1
REFERENCES: WD 25
Formatting Paragraphs and Characters
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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54. Word provides more than 25 picture formats -- named groups of formatting characteristics that enable you easily to change a picture's look to a more visually appealing one. _____

ANSWER: False - styles

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POINTS: 1
REFERENCES: WD 36
Inserting and Formatting a Picture in a Word Document
QUESTION TYPE: Modified True / False
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55. Among document properties, standard properties include file system properties, such as the date you create or change a file, and statistics, such as the file size. _____

ANSWER: False - automatically updated
POINTS: 1
REFERENCES: WD 42
Enhancing the Page
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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56. A(n) _____ is a character that Word displays on the screen but is not visible on a printed document.

ANSWER: formatting mark
nonprinting character
POINTS: 1
REFERENCES: WD 5
Entering Text
QUESTION TYPE: Completion
HAS VARIABLES: False
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57. Word automatically corrects misspelled words and displays the corrected word when you press the _____ or type a punctuation mark.

ANSWER: SPACEBAR
POINTS: 1
REFERENCES: WD 8
Entering Text
QUESTION TYPE: Completion
HAS VARIABLES: False
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58. The _____ copy in a flyer consists of all text between the headline and the signature line.

ANSWER: body

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POINTS: 1
REFERENCES: WD 10
Entering Text
QUESTION TYPE: Completion
HAS VARIABLES: False
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59. Many word processing documents use _____ character fonts, where some characters are wider than others.

ANSWER: variable
POINTS: 1
REFERENCES: WD 12
Formatting Paragraphs and Characters
QUESTION TYPE: Completion
HAS VARIABLES: False
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60. _____ is the process of changing the appearance of a paragraph.

ANSWER: Paragraph formatting
POINTS: 1
REFERENCES: WD 10
Entering Text
QUESTION TYPE: Completion
HAS VARIABLES: False
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61. _____ is the process of changing the way characters appear on the screen and in print.

ANSWER: Character formatting
POINTS: 1
REFERENCES: WD 11
Formatting Paragraphs and Characters
QUESTION TYPE: Completion
HAS VARIABLES: False
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62. In Word, the _____ font usually is Calibri.

ANSWER: default
POINTS: 1
REFERENCES: WD 12
Formatting Paragraphs and Characters

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QUESTION TYPE: Completion

HAS VARIABLES: False

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63. When a headline is _____, it is positioned horizontally between the left and right margins on the page.

ANSWER: centered

POINTS: 1

REFERENCES: WD 13
Formatting Paragraphs and Characters

QUESTION TYPE: Completion

HAS VARIABLES: False

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64. A(n) _____ list is a series of paragraphs, each beginning with a dot character.

ANSWER: bulleted

POINTS: 1

REFERENCES: WD 21
Formatting Paragraphs and Characters

QUESTION TYPE: Completion

HAS VARIABLES: False

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65. _____ text prints with an underscore below each character.

ANSWER: Underlined

POINTS: 1

REFERENCES: WD 27
Formatting Paragraphs and Characters

QUESTION TYPE: Completion

HAS VARIABLES: False

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66. A selected graphic appears surrounded by a(n) _____, which has small squares and circles around its edges.

ANSWER: selection rectangle

POINTS: 1

REFERENCES: WD 33
Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: Completion

HAS VARIABLES: False

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67. _____ includes both enlarging and reducing the size of a graphic.

ANSWER: Resizing

POINTS: 1

REFERENCES: WD 34
Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:17 PM

DATE MODIFIED: 2/24/2016 5:17 PM

68. A(n) _____ is a computer program that can damage files and programs on your computer.

ANSWER: virus

POINTS: 1

REFERENCES: WD 31
Inserting and Formatting a Picture in a Word Document

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:17 PM

DATE MODIFIED: 2/24/2016 5:17 PM

69. In _____, as a character is typed Word inserts the character and moves all the characters to the right of the typed character one position to the right.

ANSWER: insert mode

POINTS: 1

REFERENCES: WD 44
Correcting Errors and Revising a Document

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:17 PM

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70. The default typing mode in Word is _____ mode.

ANSWER: insert

POINTS: 1

REFERENCES: WD 44
Correcting Errors and Revising a Document

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:17 PM

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Word Module 1

71. With _____ editing, you select the text to be moved, then drag the selected item to the new location and then insert it there.

ANSWER: drag and drop
drag-and-drop

POINTS: 1

REFERENCES: WD 44
Correcting Errors and Revising a Document

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:17 PM

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Critical Thinking Questions

Case 1-1

Your colleague Frank is editing a friend's novel in Word. To speed up the process, Frank would like to take advantage of the various techniques available for selecting text, and he asks you for help.

72. Which of the following techniques will allow Frank to select an entire sentence?

a. click the sentence	c. press and hold down the CTRL key and then click the sentence
b. double-click the sentence	d. move the mouse to the left of the sentence and then triple-click

ANSWER: C

POINTS: 1

REFERENCES: WD 30
Formatting Paragraphs and Characters

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-1

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:17 PM

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73. Frank would like to be able to select a full paragraph. Which of the following techniques will work?

a. triple-click the paragraph	c. click the paragraph
b. double-click the paragraph	d. move the mouse to the left of the paragraph and then double-click

ANSWER: A

POINTS: 1

REFERENCES: WD 30
Formatting Paragraphs and Characters

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-1

Word Module 1

TOPICS: Critical Thinking
 DATE CREATED: 2/24/2016 5:17 PM
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Critical Thinking Questions
Case 1-2

You have written a novella on your new laptop and now, as you prepare to find a literary agent for your work, you would like to do some formatting of it to make it more appealing to prospective agents.

74. Which of the following changes you make to your text is an example of paragraph formatting?

a. underlining the title on the title page	c. putting the title in boldface
b. italicizing the dedication section on the first page of the text	d. centering all of the lines of text on the title page

ANSWER: D
 POINTS: 1
 REFERENCES: WD 11
 Formatting Paragraphs and Characters

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-2

TOPICS: Critical Thinking
 DATE CREATED: 2/24/2016 5:17 PM
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75. In your novella, you can change the formatting of all of the following EXCEPT ____.

a. a question mark	c. the asterisk symbol
b. paragraph marks	d. the numeral 5

ANSWER: B
 POINTS: 1
 REFERENCES: WD 11
 Formatting Paragraphs and Characters

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-2

TOPICS: Critical Thinking
 DATE CREATED: 2/24/2016 5:17 PM
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PowerPoint Module 1

1. A PowerPoint ____ can help you deliver a dynamic, professional-looking message to an audience.
- a. calendar
 - b. worksheet
 - c. presentation
 - d. database

ANSWER: c

POINTS: 1

REFERENCES: PPT 1
Introduction

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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2. ____ help one slide flow gracefully into the next during a slide show.
- a. Videos
 - b. Transitions
 - c. Variants
 - d. Shapes

ANSWER: b

POINTS: 1

REFERENCES: PPT 2
Project-Presentation with a Bulleted List and Pictures

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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3. PowerPoint ____ should reinforce the speaker's message and help the audience retain the information presented.
- a. events
 - b. slides
 - c. markers
 - d. files

ANSWER: b

POINTS: 1

REFERENCES: PPT 1
Introduction

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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4. An accompanying ____ gives audience members reference notes and review material for your presentation.
- a. handout
 - b. slide
 - c. file
 - d. database

ANSWER: a

POINTS: 1

REFERENCES: PPT 1
Introduction

PowerPoint Module 1

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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5. When you begin creating a new PowerPoint presentation, you need to select a ____.
- a. variant
 - b. theme
 - c. document
 - d. slide

ANSWER: b

POINTS: 1

REFERENCES: PPT 3
Choosing a Document Theme and Variant

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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6. A ____ is a specific design with coordinating colors, fonts, and special effects.
- a. placeholder
 - b. slide show
 - c. chart
 - d. document theme

ANSWER: d

POINTS: 1

REFERENCES: PPT 3
Choosing a Document Theme and Variant

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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7. When you open a new presentation, a slide with the default ____ layout appears.
- a. Home
 - b. Title Slide
 - c. Blank Slide
 - d. variant

ANSWER: b

POINTS: 1

REFERENCES: PPT 5
Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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8. The box on a slide that has a dotted or hatch-marked border and that contains the insertion point is a text ____.
- a. placeholder
 - b. pane

PowerPoint Module 1

- c. layout d. recorder

ANSWER: a

POINTS: 1

REFERENCES: PPT 5
 Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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9. PowerPoint assumes every new slide, except for a blank slide, has ____.

- a. clip art b. a title
c. large font sizes d. transitions

ANSWER: b

POINTS: 1

REFERENCES: PPT 5
 Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

10. By default, slides in a new presentation are in ____ orientation.

- a. right to left b. landscape
c. top to bottom d. portrait

ANSWER: b

POINTS: 1

REFERENCES: PPT 5
 Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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11. The Undo button is located on the ____.

- a. HOME tab on the ribbon b. Quick Access Toolbar
c. vertical scroll bar d. status bar

ANSWER: b

POINTS: 1

REFERENCES: PPT 7
 Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PowerPoint Module 1

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12. When you type the wrong character, you can press the ____ key to erase all the characters back to and including the one that is incorrect.

- a. ENTER
- b. DELETE
- c. BACKSPACE
- d. HOME

ANSWER: c

POINTS: 1

REFERENCES: PPT 7
Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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13. When you install PowerPoint, the default setting allows you to reverse up to the last ____ changes by tapping or clicking the Undo button on the Quick Access Toolbar.

- a. 2
- b. 20
- c. 12
- d. 200

ANSWER: b

POINTS: 1

REFERENCES: PPT 7
Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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14. ____ a slide can help you see slide elements more clearly so that you can position them precisely where desired.

- a. Coloring
- b. Styling
- c. Formatting
- d. Zooming

ANSWER: d

POINTS: 1

REFERENCES: PPT 8
Creating a Title Slide

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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15. Text ____ defines the appearance and shape of letters, numbers, punctuation marks, and symbols.

- a. size
- b. style
- c. format
- d. font

PowerPoint Module 1

ANSWER: d
POINTS: 1
REFERENCES: PPT 9
Formatting Characters in a Presentation
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 2/24/2016 5:10 PM

16. A point is ____ of an inch in height.
a. 1/72 b. 1/6
c. 1/5 d. 1/65

ANSWER: a
POINTS: 1
REFERENCES: PPT 9
Formatting Characters in a Presentation
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
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17. ____ text has a slanted appearance.
a. Colored b. Highlighted
c. Bolded d. Italicized

ANSWER: d
POINTS: 1
REFERENCES: PPT 10
Formatting Characters in a Presentation
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 2/24/2016 5:10 PM

18. When you add a new slide following the title slide, PowerPoint uses the ____ slide layout for the new slide.
a. Title Only b. Title and Content
c. Comparison d. Blank

ANSWER: b
POINTS: 1
REFERENCES: PPT 12
Adding a New Slide to a Presentation
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM

PowerPoint Module 1

DATE MODIFIED: 2/24/2016 5:10 PM

19. You can insert a new slide by pressing the ____ keyboard shortcut keys.

- a. CTRL+M b. CTRL+I
- c. CTRL+N d. CTRL+HOME

ANSWER: a

POINTS: 1

REFERENCES: PPT 13
Adding a New Slide to a Presentation

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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20. In a multilevel bulleted list slide, creating a lower-level paragraph is called ____ the text.

- a. demoting b. decreasing
- c. promoting d. increasing

ANSWER: a

POINTS: 1

REFERENCES: PPT 15
Creating a Text Slide with a Multilevel Bulleted List

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

21. To increase the font size of selected text, chose the Increase Font Size button, located ____.

- a. on the shortcut menu b. on the DESIGN tab
- c. on the mini toolbar d. in the Paragraph gallery

ANSWER: c

POINTS: 1

REFERENCES: PPT 18
Creating a Text Slide with a Multilevel Bulleted List

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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22. Using the ____, you can choose the arrangement of placeholders on a new slide.

- a. Themes gallery b. New Slide gallery
- c. Text gallery d. layout gallery

ANSWER: d

POINTS: 1

PowerPoint Module 1

REFERENCES: PPT 19
Adding New Slides, Changing Slide Layouts, and Changing the Theme

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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23. You can type comments to yourself in the _____ for a specific slide while working in Normal view.

- a. Slide pane
- b. Notes pane
- c. Theme pane
- d. Navigation pane

ANSWER: b

POINTS: 1

REFERENCES: PPT 26
PowerPoint Views

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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24. The default PowerPoint view is _____ view.

- a. Slide Sorter
- b. Notes Page
- c. Normal
- d. Slide Show

ANSWER: c

POINTS: 1

REFERENCES: PPT 26
PowerPoint Views

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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25. A slide _____ is a special effect used to progress from one slide to the next slide in a slide show.

- a. animation
- b. layout
- c. transition
- d. theme

ANSWER: c

POINTS: 1

REFERENCES: PPT 42
Adding a Transition

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 4/6/2016 11:20 PM

26. Document _____ are the details about a file.

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PowerPoint Module 1

- a. properties
- b. facts
- c. themes
- d. keywords

ANSWER: a

POINTS: 1

REFERENCES: PPT 44
Adding a Transition

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

27. Which of the following is a standard document property?

- a. author
- b. date the presentation file was created or changed
- c. theme
- d. variant

ANSWER: a

POINTS: 1

REFERENCES: PPT 44
Adding a Transition

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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28. Which of the following keys can you press to run a slide show starting with slide 1?

- a. F5
- b. F7
- c. F9
- d. F11

ANSWER: a

POINTS: 1

REFERENCES: PPT 46
Viewing the Presentation in Slide Show View

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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Modified Multiple Choice

29. You can format slide text by changing the _____.

- a. font
- b. color
- c. point size
- d. style

ANSWER: a, b, c, d

POINTS: 1

PowerPoint Module 1

REFERENCES: PPT 9
Formatting Characters in a Presentation

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

30. Which of the following slide properties can be specified if you create a custom layout?
- a. number, size, and location of placeholders
 - b. background content
 - c. number of clips that can be inserted
 - d. number of slides in the presentation

ANSWER: a, b

POINTS: 1

REFERENCES: Adding New Slides, Changing Slide Layouts, and Changing the Theme
PPT 19

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 4/7/2016 10:47 AM

31. The Normal view is composed of ____.
- a. Slide Pane
 - b. Slides tab
 - c. Properties Pane
 - d. Notes Pane

ANSWER: a, b, d

POINTS: 1

REFERENCES: PPT 26
PowerPoint Views

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mmc

DATE CREATED: 2/24/2016 5:10 PM

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

32. A document theme sets the ____ for a presentation
- a. color scheme
 - b. font
 - c. print parameters
 - d. set layout

ANSWER: a, b, d

POINTS: 1

REFERENCES: PPT 9
Formatting Characters in a Presentation

PowerPoint Module 1

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

DATE CREATED: 4/6/2016 11:23 PM

DATE MODIFIED: 4/6/2016 11:25 PM

33. A slide show is another name for a PowerPoint presentation.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 1
Introduction

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

34. You easily can give slides in a presentation a professional and integrated appearance by using a placeholder.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PPT 3
Choosing a Document Theme and Variant

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

35. The default slide layouts are set up in portrait orientation.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PPT 5
Creating a Title Slide

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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36. A paragraph is a segment of text with the same format that begins when you press the ENTER key and ends when you press the ENTER key again.

- a. True

PowerPoint Module 1

b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 7
Creating a Title Slide

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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37. A level is a position within a structure, such as an outline, that indicates the magnitude of importance.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 7
Creating a Title Slide

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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38. To display the on-screen touch keyboard, tap the Touch Keyboard button on the Windows taskbar.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 7
Creating a Title Slide

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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39. Style defines the hue of text characters.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: PPT 9
Formatting Characters in a Presentation

QUESTION TYPE: True / False

HAS VARIABLES: False

PowerPoint Module 1

DATE CREATED: 2/24/2016 5:10 PM

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40. The mini toolbar contains the Italic button.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 10
Formatting Characters in a Presentation

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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41. The layout gallery displays 10 slide layouts with a variety of placeholders to define text and content positioning and formatting.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PPT 19
Adding New Slides, Changing Slide Layout, and Changing the Theme

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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42. The Theme Fonts group of formatting choices for a document theme contain a set of lines and fill effects.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PPT 23
Adding New Slides, Changing Slide Layout, and Changing the Theme

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

43. The Notes pane is located above the Slide pane and is an area where you can type notes and additional information.

- a. True
- b. False

ANSWER: False

PowerPoint Module 1

POINTS: 1
REFERENCES: PPT 26
PowerPoint Views
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 2/24/2016 5:10 PM

44. After you have created at least four slides, a scroll bar containing scroll arrows and scroll boxes will appear on the right edge of the window.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: PPT 26
PowerPoint Views
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 4/6/2016 11:28 PM

45. Unlike clip art, you cannot resize a photograph using sizing handles.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: PPT 32
Resizing Photos and Illustrations
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 2/24/2016 5:10 PM

46. By default, PowerPoint ends a slide show with a black slide.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: PPT 37
Ending a Slide Show with a Closing Slide
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM

PowerPoint Module 1

DATE MODIFIED: 2/24/2016 5:10 PM

47. You can remove selected text from a slide by pressing the CTRL+X keyboard shortcut keys.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 40
Making Changes to Slide Text Content

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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48. A star next to a slide indicates that animation effects have been applied to that slide.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 43
Adding a Transition

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

49. The Preview Transitions button is located in the Preview group on the HOME tab.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PPT 43
Adding a Transition

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

50. To change document properties, first tap or click FILE on the ribbon to open the Properties view.

- a. True
- b. False

ANSWER: False

POINTS: 1

PowerPoint Module 1

REFERENCES: PPT 44
Adding a Transition

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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51. When making a presentation to an audience using PowerPoint, you use Notes Page view.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PPT 45
Viewing the Presentation in Slide Show View

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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52. You can advance slides during a slide show by pressing the PAGE DOWN key.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 47
Viewing the Presentation in Slide Show View

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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53. It is considered good practice to save a presentation before printing it.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PPT 47
Viewing the Presentation in Slide Show View

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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54. The Title Slide layout contains three text placeholders. _____

PowerPoint Module 1

ANSWER: False - two
POINTS: 1
REFERENCES: PPT 5
Creating a Title Slide
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 2/24/2016 5:10 PM

55. Each document format determines the color scheme, font set, and layout of a presentation.

ANSWER: False - theme
POINTS: 1
REFERENCES: PPT 9
Formatting Characters in a Presentation
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 2/24/2016 5:10 PM

56. Font style indicates the height of text characters. _____

ANSWER: False - size
POINTS: 1
REFERENCES: PPT 9
Formatting Characters in a Presentation
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
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57. You can resize images by dragging the sizing handles to a desired location. _____

ANSWER: True
POINTS: 1
REFERENCES: PPT 32
Resizing Photos and Illustrations
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:10 PM
DATE MODIFIED: 2/24/2016 5:10 PM

58. One of the more common uses of a presentation is to enhance a(n) _____ presentation.

ANSWER: oral
POINTS: 1
REFERENCES: PPT 1

PowerPoint Module 1

Introduction

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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59. To encourage your audience's eyes to stop at the end of a line, you should avoid _____.

ANSWER: line wraps

POINTS: 1

REFERENCES: PPT 6
Creating a Title Slide

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

60. One way to increase font size is to press CTRL+ _____.

ANSWER: SHIFT+>

POINTS: 1

REFERENCES: PPT 10
Formatting Characters in a Presentation

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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61. A(n) _____ is a list of paragraphs, each of which is preceded by a bullet.

ANSWER: bulleted list

POINTS: 1

REFERENCES: PPT 13
Creating a Text Slide with a Multilevel Bulleted List

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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62. A slide that consists of more than one level of bulleted text is called a(n) _____ slide.

ANSWER: multilevel bulleted list

POINTS: 1

REFERENCES: PPT 13-PPT 14
Creating a Text Slide with a Multilevel Bulleted List

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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63. Creating a high-level paragraph in a multilevel bulleted list is called _____ text.

ANSWER: promoting

POINTS: 1

REFERENCES: PPT 15
Creating a Text Slide with a Multilevel Bulleted List

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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64. When you drag the scroll box, the _____ shows the number and title of the slide you are about to display.

ANSWER: slide indicator

POINTS: 1

REFERENCES: PPT 26
PowerPoint Views

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

65. When two slides contain similar information and have the same format, _____ one slide and then making minor modifications to the new slide saves time and increases consistency.

ANSWER: duplicating

POINTS: 1

REFERENCES: PPT 38
Ending a Slide Show with a Closing Slide

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

66. PowerPoint 2016 does not allow you to _____ text around a picture or other graphic.

ANSWER: wrap

POINTS: 1

REFERENCES: Inserting Pictures into Slides
PPT 29

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 4/7/2016 10:50 AM

PowerPoint Module 1

67. The process of sliding or dragging and then dropping a thumbnail in a new location is called _____.

ANSWER: drag and drop

POINTS: 1

REFERENCES: PPT 39
Ending a Slide Show with a Closing Slide

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

68. PowerPoint inserts text to the _____ of the insertion point.

ANSWER: left

POINTS: 1

REFERENCES: PPT 40
Making Changes to Slide Text Content

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

DATE MODIFIED: 2/24/2016 5:10 PM

69. Details about a presentation can be found in the presentation file's _____.

ANSWER: document properties

POINTS: 1

REFERENCES: PPT 44
Adding a Transition

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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70. Pressing the _____ function key runs the slide show starting with the first slide.

ANSWER: F5

POINTS: 1

REFERENCES: PPT 46
Viewing the Presentation in Slide Show View

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:10 PM

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71. If you use the ____ template, as opposed to a formatted theme, you must make all design decisions.

- a. placeholder
- b. variant

PowerPoint Module 1

c. Blank Presentation

d. Ion theme

ANSWER: c

POINTS: 1

REFERENCES: PPT 3
Choosing a Document Theme and Variant

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/6/2016 11:31 PM

DATE MODIFIED: 4/6/2016 11:34 PM

Critical Thinking Questions

Case 1-1

Angela is creating a presentation to give at her company's annual picnic. She knows that PowerPoint 2013 offers new themes she can apply to her presentation to give it a fun and exciting look.

72. Where should Angela look to review different document themes?

- a. in the Themes group on the DESIGN tab c. in the Themes group on the VIEW tab
b. in the Themes tab in Backstage view d. in the Themes group on the INSERT tab

ANSWER: A

POINTS: 1

REFERENCES: PPT 24
Adding New Slides, Changing Slide Layout, and Changing the Theme

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-1

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:10 PM

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73. How can Angela display a gallery of available themes?

- a. press the F5 key c. click the More button in the Themes group
b. click the Gallery button in the Themes group d. press the F1 key

ANSWER: C

POINTS: 1

REFERENCES: PPT 24
Adding New Slides, Changing Slide Layout, and Changing the Theme

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-1

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:10 PM

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PowerPoint Module 1

74. ___ are the alternate designs that exist for each theme.

- a. Layouts
- b. Variants
- c. Ions
- d. Placeholders

ANSWER: b

POINTS: 1

REFERENCES: PPT 3
Choosing a Document Theme and Variant

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/6/2016 11:35 PM

DATE MODIFIED: 4/6/2016 11:37 PM

75. The Italic button is located on the ___.

- a. Quick Access Toolbar
- b. File tab
- c. mini toolbar
- d. status bar

ANSWER: c

POINTS: 1

REFERENCES: PPT 10
Formatting Characters in a Presentation

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/6/2016 11:38 PM

DATE MODIFIED: 4/6/2016 11:40 PM

Excel Module 1

1. An Excel ____ allows data to be summarized and charted easily.

- a. worksheet
- b. workflow
- c. document
- d. presentation

ANSWER: a

POINTS: 1

REFERENCES: EX 1
Introduction

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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2. The person or persons requesting the worksheet should supply their requirements in a ____ document.

- a. blank
- b. test issues
- c. requirements
- d. certified

ANSWER: c

POINTS: 1

REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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3. The first step in creating an effective worksheet is to make sure you ____.

- a. apply font formatting
- b. understand what is required
- c. insert a chart
- d. enter the data

ANSWER: b

POINTS: 1

REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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4. To enter data in a cell, you must first select the ____.

- a. row
- b. worksheet
- c. column
- d. cell

ANSWER: d

POINTS: 1

REFERENCES: EX 4
Selecting a Cell

Excel Module 1

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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5. ____ is/are used to place worksheet, column, and row titles on a worksheet.

- a. Color
- b. Text
- c. Links
- d. Tabs

ANSWER: b

POINTS: 1

REFERENCES: EX 4
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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6. Clicking the ____ box completes an entry.

- a. Cancel
- b. Formula
- c. Enter
- d. Tab

ANSWER: c

POINTS: 1

REFERENCES: EX 6
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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7. The ____ feature works behind the scenes, fixing common typing or spelling mistakes when you complete a text entry.

- a. AutoComplete
- b. AutoCorrect
- c. AutoFormat
- d. AutoTyping

ANSWER: b

POINTS: 1

REFERENCES: EX 7
Entering Text

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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8. Pressing the ____ key to complete an entry activates the adjacent cell to the right.

- a. RIGHT ARROW
- b. LEFT ARROW

Excel Module 1

- c. UP ARROW d. DOWN ARROW

ANSWER: a
POINTS: 1
REFERENCES: EX 8
 Entering Text
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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9. The range of cells receiving copied content is called the ____ area.

- a. fill b. range
c. location d. paste

ANSWER: d
POINTS: 1
REFERENCES: EX 13
 Using the Fill Handle to Copy a Cell to Adjacent Cells
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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10. You can enter the correct range in a function by typing the beginning and ending cell references separated by a ____.

- a. semi-colon (;) b. colon (:)
c. period (.) d. none of the above

ANSWER: b
POINTS: 1
REFERENCES: EX 12
 Calculating a Sum
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 2/24/2016 5:08 PM

11. The range of cells receiving the content of copied cells is called the ____.

- a. receiver cell b. final cell
c. receiving range d. destination area

ANSWER: d
POINTS: 1
REFERENCES: EX 15
 Using the Fill Handle to Copy a Cell to Adjacent Cells
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

Excel Module 1

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12. A ____ reference is an adjusted cell reference in a copied and pasted formula.

- a. revised
- b. relative
- c. recycled
- d. retained

ANSWER: b

POINTS: 1

REFERENCES: EX 14

Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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13. The ____ button allows you to choose whether you want to copy the values from the source area to the destination area with formatting.

- a. Copy Options
- b. Replace Options
- c. Formatting Options
- d. Auto Fill Options

ANSWER: d

POINTS: 1

REFERENCES: EX 15

Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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14. You ____ a worksheet to emphasize certain entries and make the worksheet easier to read and understand.

- a. save
- b. print
- c. format
- d. clear

ANSWER: c

POINTS: 1

REFERENCES: EX 19

Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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15. You can apply the Bold font style by pressing the ____ keyboard shortcut keys.

- a. ALT+B
- b. CTRL+B
- c. SHIFT+B
- d. TAB+B

ANSWER: b

Excel Module 1

POINTS: 1
REFERENCES: EX 24
Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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16. Combining two or more selected cells into one cell is called ____ cells.
- a. merging
 - b. mixing
 - c. combining
 - d. spanning

ANSWER: a
POINTS: 1
REFERENCES: EX 26
Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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17. Which of the following is the Ribbon path to the Cell Styles button?
- a. (HOME tab | Styles group)
 - b. (STYLES tab | Home group)
 - c. (HOME tab | Format group)
 - d. (FORMAT tab | Styles group)

ANSWER: a
POINTS: 1
REFERENCES: EX 21
Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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18. What effect does the Accounting Number Format have on the selected cells?
- a. Converts alphabetic characters to numbers
 - b. Displays cell contents with two decimal places that align vertically
 - c. Performs tax calculations
 - d. Copies the numbers of one cell to another

ANSWER: b
POINTS: 1
REFERENCES: EX 30
Formatting the Worksheet
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

Excel Module 1

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19. What effect does the Comma Style format have on the selected cells?

- a. Converts decimals to commas within a cell
- b. Converts decimals to commas within merged cells
- c. Displays cell contents with two decimal places and commas as thousands separators
- d. Allows for substitution of selected characters

ANSWER: c

POINTS: 1

REFERENCES: EX 30
Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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20. Pressing the ____ keyboard shortcut key(s) selects cell A1.

- a. CTRL+HOME
- b. CTRL+END
- c. HOME
- d. END

ANSWER: a

POINTS: 1

REFERENCES: EX 33
Formatting the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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21. How many chart types does Excel offer?

- a. 5
- b. 15
- c. 30
- d. 50

ANSWER: b

POINTS: 1

REFERENCES: EX 33
Adding a Pie Chart to the Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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22. A pie chart with one or more slices offset is referred to as a(n) ____ pie chart.

- a. exploded
- b. outer

Excel Module 1

- c. offset d. rasterized

ANSWER: a

POINTS: 1

REFERENCES: EX 37
Changing the Sheet Tab Names

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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23. The date you change a file is an example of a(n) _____ property.

- a. automatically updated b. baseline
c. standard d. indexed

ANSWER: a

POINTS: 1

REFERENCES: EX 40
Changing the Sheet Tab Names

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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24. _____ properties are associated with all Microsoft Office files and include author, title, and subject.

- a. Automatic b. Hidden
c. Replacement d. Standard

ANSWER: d

POINTS: 1

REFERENCES: EX 40
Changing the Sheet Tab Names

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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25. You use _____ to view an XPS file.

- a. Adobe Reader b. Backstage View
c. Microsoft PowerView d. XPS Viewer

ANSWER: d

POINTS: 1

REFERENCES: EX 41
Printing a Worksheet

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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26. The ____ area on the status bar includes six commands as well as the result of the associated calculation on the right side of the menu.

- a. AutoFormat
- b. AutoComplete
- c. AutoFunction
- d. AutoCalculate

ANSWER: d

POINTS: 1

REFERENCES: EX 43
Autocalculate

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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27. Which of the following keys toggles between Insert mode and Overtyping mode?

- a. INSERT
- b. ENTER
- c. TAB
- d. ALT

ANSWER: a

POINTS: 1

REFERENCES: EX 46
Correcting Errors

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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28. To erase an entire entry in a cell and then reenter the data from the beginning, press the ____ key.

- a. ALT
- b. ESC
- c. CTRL
- d. TAB

ANSWER: b

POINTS: 1

REFERENCES: EX 45
Correcting Errors

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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29. Which of the following keys moves the insertion point to the beginning of data in a cell?

- a. HOME
- b. ENTER
- c. INSERT
- d. TAB

ANSWER: a

Excel Module 1

POINTS: 1
REFERENCES: EX 46
Correcting Errors
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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30. Which of the following keys moves the insertion point to the end of data in a cell?

- a. HOME
- b. DELETE
- c. END
- d. BACKSPACE

ANSWER: c
POINTS: 1
REFERENCES: EX 46
Correcting Errors
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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31. The ____ button allows you to erase recent cell entries.

- a. Undo
- b. Cell Style
- c. Bold
- d. Increase Decimal

ANSWER: a
POINTS: 1
REFERENCES: EX 46
Correcting Errors
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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32. Excel remembers the last ____ actions you have completed.

- a. 25
- b. 50
- c. 75
- d. 100

ANSWER: d
POINTS: 1
REFERENCES: EX 47
Correcting Errors
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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Excel Module 1

33. Press ____ to select the entire worksheet.

- a. F1
- b. CTRL+A
- c. ALT+A
- d. F4

ANSWER: b

POINTS: 1

REFERENCES: EX 48
Correcting Errors

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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34. A requirements document includes a needs statement, source of data, summary of calculations, and any other special requirements for a worksheet.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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35. Worksheet titles and subtitles should be as wordy as possible.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 4
Entering Text

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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36. A thin red border indicates the active cell.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 4
Selecting a Cell

Excel Module 1

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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37. Both the Cancel button and the Enter button appear on the formula bar when you begin typing in a cell.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 6
Entering Text

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 4/3/2016 3:26 PM

38. The AutoCorrect feature can automatically capitalize the first letter in the names of days.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 7
Entering Text

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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39. When text is longer than the width of a column, Excel displays the overflow characters in adjacent cells to the right as long as those adjacent cells contain no data.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 6
Entering Text

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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40. Excel recognizes the following as text: 401AX21, 921-231, 619 321, 883XTY.
- a. True

Excel Module 1

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 9
Entering Numbers

QUESTION TYPE: True / False

HAS VARIABLES: False

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41. A single point is about 1/32 of one inch in height.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 21
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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42. Excel can display characters in only three font colors: black, red, and blue.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 21
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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43. A character with a point size of 10 is about 10/72 of one inch in height.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 21
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

Excel Module 1

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44. Modifying the column widths usually is done last because other formatting changes may affect the size of data in the cells in the column.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 20
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

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45. Live preview is available on a touch screen.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 22
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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46. You can turn off the Bold formatting for selected text by clicking the Roman button (Home tab | Font group).

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 24
Formatting the Worksheet

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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47. A given range contains the data that determines the size of slices in a corresponding pie chart; these entries are called the category names.

- a. True
- b. False

Excel Module 1

ANSWER: False
POINTS: 1
REFERENCES: EX 35
Adding a Pie Chart to the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 2/24/2016 5:08 PM

48. To add a pie chart, first select the data to be charted and then tap or click the Insert Pie or Doughnut Chart button (INSERT tab | Charts group).

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 35
Adding a Pie Chart to the Worksheet
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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49. To use the AutoCalculate area, select the range of cells containing the numbers for a calculation you want to verify and then press and hold or double-click the AutoCalculate area to display the Customize Status Bar shortcut menu.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: EX 43
Autocalculate
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 2/24/2016 5:08 PM

50. With Excel in Edit mode, you can edit cell contents directly in the cell.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: EX 45
Correcting Errors
QUESTION TYPE: True / False
HAS VARIABLES: False

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51. You can press the RIGHT ARROW or LEFT ARROW keys to position the insertion point during in-cell editing.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: EX 46
Correcting Errors

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

DATE MODIFIED: 2/24/2016 5:08 PM

52. You should press the SPACEBAR to clear a cell.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: EX 48
Correcting Errors

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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53. A(n) _____ conveys a visual representation of data.

ANSWER: chart

POINTS: 1

REFERENCES: EX 1
Introduction

QUESTION TYPE: Completion

HAS VARIABLES: False

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DATE MODIFIED: 2/24/2016 5:08 PM

54. Careful _____ can reduce your effort significantly and result in a worksheet that is accurate, easy to read, flexible, and useful.

ANSWER: planning

POINTS: 1

REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart

QUESTION TYPE: Completion

Excel Module 1

HAS VARIABLES: False

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55. The easiest way to select a cell is to move the block _____ pointer to the cell and then click.

ANSWER: plus sign

POINTS: 1

REFERENCES: EX 4
Selecting a Cell

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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56. The active cell reference appears in the _____ on the left side of the formula bar.

ANSWER: Name box

POINTS: 1

REFERENCES: EX 4
Selecting a Cell

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

DATE MODIFIED: 2/24/2016 5:08 PM

57. As you type, Excel displays the entry (and the Cancel box and Enter box) in the _____.

ANSWER: formula bar

POINTS: 1

REFERENCES: EX 6
Entering Text

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

DATE MODIFIED: 2/24/2016 5:08 PM

58. _____ corrects two initial capital letters by changing the second letter to lowercase.

ANSWER: AutoCorrect

POINTS: 1

REFERENCES: EX 7
Entering Text

QUESTION TYPE: Completion

HAS VARIABLES: False

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59. Excel's _____ function, which adds all of the numbers in a range of cells, provides a convenient means to calculate a total.

ANSWER: SUM

POINTS: 1

REFERENCES: EX 12
Calculating a Sum

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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60. You can click the _____ button arrow (HOME tab | Editing group) to view a list of often-used functions.

ANSWER: Sum

POINTS: 1

REFERENCES: EX 13
Calculating a Sum

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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61. The automatically adjusted cell reference in a pasted formula is called a(n) _____.

ANSWER: relative reference

POINTS: 1

REFERENCES: EX 14
Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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62. The _____ button allows you to choose whether you want to copy the values from the source area to the destination area with or without formatting.

ANSWER: Auto Fill Options

POINTS: 1

REFERENCES: EX 15
Using the Fill Handle to Copy a Cell to Adjacent Cells

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

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63. _____ indicates how characters are emphasized.

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ANSWER: Font style
POINTS: 1
REFERENCES: EX 21
Formatting the Worksheet
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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64. The default font for a new workbook is _____ 11-point regular black.

ANSWER: Calibri
POINTS: 1
REFERENCES: EX 21
Formatting the Worksheet
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
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65. _____ cells involves creating a single cell by combining two or more selected cells.

ANSWER: Merging
POINTS: 1
REFERENCES: EX 26
Formatting the Worksheet
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 2/24/2016 5:08 PM

66. Like an area chart, a(n) _____ chart often is used to illustrate changes in data over time.

ANSWER: line
POINTS: 1
REFERENCES: EX 34
Adding a Pie Chart to the Worksheet
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 5:08 PM
DATE MODIFIED: 2/24/2016 5:08 PM

67. _____ involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANSWER: Green computing
POINTS: 1
REFERENCES: EX 41

Excel Module 1

Printing a Worksheet

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

DATE MODIFIED: 2/24/2016 5:08 PM

68. While typing in a cell, you can press the _____ key to erase all the characters back to and including the incorrect character you just typed.

ANSWER: BACKSPACE

POINTS: 1

REFERENCES: EX 45
Correcting Errors

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 5:08 PM

DATE MODIFIED: 2/24/2016 5:08 PM

69. In a worksheet, columns typically contain information that is similar to a list. _____

ANSWER: False - rows

POINTS: 1

REFERENCES: EX 5
Entering Text

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:08 PM

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70. The group of adjacent cells beginning with B4 and ending with B8, written as B4:B8, is called a(n) range.

ANSWER: True

POINTS: 1

REFERENCES: EX 12
Calculating a Sum

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:08 PM

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71. The opposite of merging cells is splitting a merged cell. _____

ANSWER: True

POINTS: 1

REFERENCES: EX 27

Excel Module 1

Formatting the Worksheet

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:08 PM

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Critical Thinking Questions

Case 1-1

Perry has recently expanded his business and hired two employees. As a result of this expansion, he is considering carefully how to establish policies and procedures for creating workbooks.

72. Perry decides that before either of his employees creates a new workbook he must give them a _____.

- a. requirements document
- b. USB flash drive
- c. file name
- d. table of keyboard shortcuts

ANSWER: A

POINTS: 1

REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-1

TOPICS: Critical Thinking

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73. Perry also decides that he should approve _____ of any proposed worksheet.

- a. the font and font size
- b. a chart
- c. a sketch
- d. the title and subtitle text

ANSWER: C

POINTS: 1

REFERENCES: EX 3
Project-Personal Budget Worksheet and Chart

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-1

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 5:08 PM

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Critical Thinking Questions

Case 1-2

Anita is new to Microsoft Excel 2016. As she uses the application, she is beginning to see that Excel offers many features

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to help her save time and be more productive.

74. Which of the following features helps Anita be more productive by automatically reducing the number of misspelled or mistyped words?

- a. AutoComplete
- b. AutoCalculate
- c. AutoCorrect
- d. Auto Fill

ANSWER: C

POINTS: 1

REFERENCES: EX 7
Entering Text

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-2

TOPICS: Critical Thinking

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75. Which of the following Excel features helps Anita be more productive by helping her more easily organize and identify her workbook files?

- a. Shortcut menus
- b. Document properties
- c. Contextual tabs
- d. Enhanced ScreenTips

ANSWER: B

POINTS: 1

REFERENCES: EX 40
Changing the Sheet Tab Names

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: case 1-2

TOPICS: Critical Thinking

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DATE MODIFIED: 2/24/2016 5:08 PM

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1. A(n) ____ is a computer program that coordinates all the activities of computer hardware.
- a. app
 - b. tile
 - c. operating system
 - d. vision

ANSWER: c

POINTS: 1

REFERENCES: OFF 2
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:28 PM

DATE MODIFIED: 4/7/2016 7:30 PM

2. To display the Start screen, press ____.
- a. CTRL+ESC
 - b. F5
 - c. CTRL+F5
 - d. ALT+F5

ANSWER: a

POINTS: 1

REFERENCES: OFF 5
Introduction to the WIndows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:31 PM

DATE MODIFIED: 4/7/2016 7:32 PM

3. Windows enables each user to establish a ____, which identifies to Windows the resources, such as apps and storage locations, a user can access when working with the computer.
- a. log-in name
 - b. user account
 - c. user name
 - d. log-in account

ANSWER: b

POINTS: 1

REFERENCES: OFF 5
Introduction to the WIndows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:32 PM

DATE MODIFIED: 4/7/2016 7:33 PM

4. The lock screen consists of ____.

Intro to Office 2016 and Windows 10 Module

- a. the sign-in screen
- b. a user name
- c. a password prompt
- d. the time and date

ANSWER: d

POINTS: 1

REFERENCES: OFF 5
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:34 PM

DATE MODIFIED: 4/7/2016 7:35 PM

5. The ____ screen enables you to sign in to your user account and makes the computer available for use.

- a. client
- b. sign-in
- c. log-in
- d. lock

ANSWER: b

POINTS: 1

REFERENCES: OFF 5
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

DATE MODIFIED: 4/7/2016 7:36 PM

6. The ____ command saves your work, turns off the computer fans and hard disk, and then places the computer in a lower-power state.

- a. Shut down
- b. Restart
- c. Sleep
- d. Snooze

ANSWER: c

POINTS: 1

REFERENCES: OFF 6
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:36 PM

DATE MODIFIED: 4/7/2016 7:37 PM

7. The ____ command exits running apps, shuts down Windows, and then turns off the computer.

Intro to Office 2016 and Windows 10 Module

- a. Log-off
- b. Restart
- c. Sleep
- d. Shut down

ANSWER: d

POINTS: 1

REFERENCES: OFF 6
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

DATE MODIFIED: 4/7/2016 7:39 PM

8. _____ is a full-featured word processing app that allows you to create professional-looking documents and revise them easily.

- a. InfoPath
- b. Access
- c. Word
- d. Excel

ANSWER: c

POINTS: 1

REFERENCES: OFF 9
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:39 PM

DATE MODIFIED: 4/8/2016 9:53 AM

9. _____ in a suite typically use a similar interface and share features.

- a. Menus
- b. Toolbars
- c. Apps
- d. Shortcuts

ANSWER: c

POINTS: 1

REFERENCES: OFF 8
Introduction to Microsoft Office 2016

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:41 PM

DATE MODIFIED: 4/7/2016 7:42 PM

10. To use an app, you must instruct the operating system to _____ the app.

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- a. quit
- b. run
- c. restart
- d. interface with

ANSWER: b

POINTS: 1

REFERENCES: OFF 9
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:42 PM

DATE MODIFIED: 4/7/2016 7:43 PM

11. ____ view shows the document on a mock sheet of paper in the document window.

- a. Print Layout
- b. Navigation
- c. Web
- d. Options

ANSWER: a

POINTS: 1

REFERENCES: OFF 12
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:43 PM

DATE MODIFIED: 4/7/2016 7:44 PM

12. One method of displaying the entire contents of a window is to ____ it.

- a. extend
- b. restore
- c. maximize
- d. navigate

ANSWER: c

POINTS: 1

REFERENCES: OFF 11
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:44 PM

DATE MODIFIED: 4/7/2016 7:45 PM

13. The maximize button changes to the ____ button after you click it.

- a. Shut Down

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- b. Minimize
- c. Restore Down
- d. Close

ANSWER: c

POINTS: 1

REFERENCES: OFF 12
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:45 PM

DATE MODIFIED: 4/7/2016 7:47 PM

14. You view a portion of a document on the screen through a ____.
- a. Quick Access Toolbar
 - b. status bar
 - c. document window
 - d. print layout

ANSWER: c

POINTS: 1

REFERENCES: OFF 12
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:48 PM

DATE MODIFIED: 4/7/2016 7:50 PM

15. The ____ presents information about the document, the progress of current tasks, and the status of certain commands and keys.
- a. status bar
 - b. scroll bar
 - c. document window
 - d. information bar

ANSWER: a

POINTS: 1

REFERENCES: OFF 12
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:50 PM

DATE MODIFIED: 4/7/2016 7:52 PM

16. Tool tabs are also called ____.
- a. contextual tabs

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- b. picture tabs
- c. tool buttons
- d. tool contexts

ANSWER: a

POINTS: 1

REFERENCES: OFF 14
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

17. A ____ is a set of choices, often graphical, arranged in a grid or in a list.

- a. window document
- b. live preview
- c. menu
- d. gallery

ANSWER: d

POINTS: 1

REFERENCES: OFF 14
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:53 PM

DATE MODIFIED: 4/7/2016 7:54 PM

18. A ____ is a window that can remain open and visible while you work in a document.

- a. dialog box
- b. toolbar
- c. navigation pane
- d. task pane

ANSWER: d

POINTS: 1

REFERENCES: OFF 15
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 7:55 PM

DATE MODIFIED: 4/7/2016 7:56 PM

19. The buttons, arrows, and boxes on the mini toolbar vary, depending on whether you are using Touch mode versus ____ mode.

- a. View

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- b. Design
- c. Mouse
- d. Screen

ANSWER: c

POINTS: 1

REFERENCES: OFF 15
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

20. Which mode hides all commands and just displays a document?

- a. Document mode
- b. Full Screen mode
- c. Touch mode
- d. Mouse mode

ANSWER: b

POINTS: 1

REFERENCES: OFF 17
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

DATE MODIFIED: 4/7/2016 7:58 PM

21. A ____ consists of a drive letter (preceded by a drive name when necessary) and colon, to identify the storage device, and one or more folder names.

- a. library
- b. path
- c. file
- d. hierarchy

ANSWER: b

POINTS: 1

REFERENCES: OFF 25
Printing, Saving, and Organizing Files

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

DATE MODIFIED: 4/7/2016 8:00 PM

22. Which of the following is a valid folder name?

- a. CIS 101

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- b. AUX
- c. CON
- d. LPT1

ANSWER: a
POINTS: 1
REFERENCES: OFF 26
Printing, Saving, and Organizing Files

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:00 PM
DATE MODIFIED: 4/7/2016 8:01 PM

23. To create a new folder, press ____.
- a. CTRL+SHIFT+N
 - b. CTRL+SHIFT+F
 - c. SHIFT+N
 - d. CTRL+Z

ANSWER: a
POINTS: 1
REFERENCES: OFF 26-OFF 27
Printing, Saving, and Organizing Files

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:04 PM
DATE MODIFIED: 4/7/2016 8:05 PM

24. The ____ arrow displays the locations you have visited.
- a. Libraries
 - b. History
 - c. Previous Address
 - d. Previous Locations

ANSWER: d
POINTS: 1
REFERENCES: OFF 27
Printing, Saving, and Organizing Files

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:07 PM
DATE MODIFIED: 4/7/2016 8:08 PM

25. A(n) ____ window is an open window hidden from view but that can be displayed quickly by clicking the window's app button on the taskbar.
- a. administered

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- b. minimized
- c. networked
- d. USB

ANSWER: b

POINTS: 1

REFERENCES: OFF 34
Printing, Saving, and Organizing Files

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:09 PM

DATE MODIFIED: 4/7/2016 8:09 PM

26. The ____ tab opens the Backstage view for each Office app.

- a. View
- b. Backstage
- c. File
- d. Menu

ANSWER: c

POINTS: 1

REFERENCES: OFF 36
Printing, Saving, and Organizing Files

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:10 PM

DATE MODIFIED: 4/7/2016 8:11 PM

27. ____ indicates the number of pixels that a computer uses to display the letters, numbers, graphics, and background on a screen.

- a. Screen view
- b. Ribbon resolution
- c. Pixel resolution
- d. Screen resolution

ANSWER: d

POINTS: 1

REFERENCES: OFF 38
Screen Resolution

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:11 PM

DATE MODIFIED: 4/7/2016 8:12 PM

28. ____ contains many features to design, develop, and organize slides.

- a. Word

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- b. PowerPoint
- c. Excel
- d. Access

ANSWER: b
POINTS: 1
REFERENCES: OFF 46
Additional Microsoft Office Apps
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:12 PM
DATE MODIFIED: 4/7/2016 8:13 PM

29. The basic unit of a PowerPoint presentation is a ____.
- a. graph
 - b. slide
 - c. table
 - d. placeholder

ANSWER: b
POINTS: 1
REFERENCES: OFF 48
Additional Microsoft Office Apps
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:13 PM
DATE MODIFIED: 4/7/2016 8:14 PM

30. A ____ in Excel is like a notebook.
- a. onenote
 - b. workbook
 - c. placeholder
 - d. cell reference

ANSWER: b
POINTS: 1
REFERENCES: OFF 53
Additional Microsoft Office Apps
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:14 PM
DATE MODIFIED: 4/7/2016 8:15 PM

31. A cell is referred to by its cell ____.
- a. reference
 - b. index

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- c. menu
- d. placeholder

ANSWER: a
POINTS: 1
REFERENCES: OFF 57
Additional Microsoft Office Apps
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:15 PM
DATE MODIFIED: 4/7/2016 8:16 PM

32. The ____ cell on the worksheet is the one into which you can enter data.
- a. baseline
 - b. major
 - c. reference
 - d. active

ANSWER: d
POINTS: 1
REFERENCES: OFF 57
Additional Microsoft Office Apps
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:16 PM
DATE MODIFIED: 4/7/2016 8:17 PM

33. As you type, Excel displays the entry in the ____ bar.
- a. entry
 - b. worksheet
 - c. formula
 - d. text

ANSWER: c
POINTS: 1
REFERENCES: OFF 57
Additional Microsoft Office Apps
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:17 PM
DATE MODIFIED: 4/7/2016 8:18 PM

34. A ____ is a collection of data organized in a manner that allows access, retrieval, and use of the data
- a. presentation
 - b. worksheet
 - c. database

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d. database management system

ANSWER: c

POINTS: 1

REFERENCES: OFF 59
Additional Microsoft Office Apps

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:18 PM

DATE MODIFIED: 4/7/2016 8:19 PM

35. ____ is a powerful communications and scheduling app that helps you communicate with others, among other things.

- a. OneNote
- b. Communicator
- c. Outlook
- d. SharePoint

ANSWER: c

POINTS: 1

REFERENCES: OFF 64
Other Office Apps

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:20 PM

DATE MODIFIED: 4/7/2016 8:21 PM

36. ____ is a powerful DTP app that assists you in designing and producing professional-quality documents that combine text, graphics, illustrations, and photos.

- a. Word
- b. Publisher
- c. PowerPoint
- d. OneNote

ANSWER: b

POINTS: 1

REFERENCES: OFF 65
Other Office Apps

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:21 PM

DATE MODIFIED: 4/7/2016 8:22 PM

37. A path consists of ____.

- a. a drive letter
- b. one or more libraries
- c. a colon

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d. one or more folder names

ANSWER: a, c, d

POINTS: 1

REFERENCES: OFF 25
Printing, Saving, and Organizing Files

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:23 PM

DATE MODIFIED: 4/7/2016 8:24 PM

38. Text is used to place _____ on an excel worksheet.

- a. column titles
- b. row titles
- c. worksheet titles
- d. filenames

ANSWER: a, b, c

POINTS: 1

REFERENCES: OFF 57
Additional Microsoft Office Apps

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:25 PM

DATE MODIFIED: 4/7/2016 8:26 PM

39. A database management system is software that allows you to use a computer to _____.

- a. create a workbook
- b. create queries
- c. add, change, or delete data
- d. create forms and reports

ANSWER: b, c, d

POINTS: 1

REFERENCES: OFF 59
Additional Microsoft Office Apps

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:27 PM

DATE MODIFIED: 4/7/2016 8:28 PM

40. A scroll bar contains scroll arrows and a scroll box that enable you to view areas that currently cannot be seen.

- a. True
- b. False

ANSWER: True

POINTS: 1

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REFERENCES: OFF 4
Introduction to the Windows 10 Operating System

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:30 PM

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41. In addition to the main tabs, the Office apps display tool tabs when you perform certain tasks or work with objects such as pictures or tables.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: OFF 14
Running and Using an App

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:31 PM

DATE MODIFIED: 4/7/2016 8:32 PM

42. A gallery is a set of choices arranged in a grid or list.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 14
Running and Using an App

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:32 PM

DATE MODIFIED: 4/7/2016 8:32 PM

43. Most galleries do not support live preview.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: OFF 14
Running and Using an App

QUESTION TYPE: True / False

HAS VARIABLES: False

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44. To select a command using the keyboard, you can press the letter or number displayed in a KeyTip, which may cause additional KeyTips related to the selected command to appear.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: OFF 16
Running and Using an App
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:34 PM
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45. The tab currently displayed on the ribbon is called the current tab.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: OFF 16
Running and Using an App
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:34 PM
DATE MODIFIED: 4/7/2016 8:35 PM

46. To display more of a document or other item in the window of an Office app, some users prefer to maximize the ribbon.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: OFF 17
Running and Using an App
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:35 PM
DATE MODIFIED: 4/7/2016 8:36 PM

47. When you right-click certain areas of the Word or other Office app windows, a command menu will appear.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: OFF 19

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Running and Using an App

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:36 PM

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48. Most dialog boxes in Windows apps requiring navigation follow a similar procedure.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 34
Printing, Saving, and Organizing Files

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:38 PM

DATE MODIFIED: 4/7/2016 8:38 PM

49. When you increase the screen resolution, Windows displays less information on the screen, but the information is larger.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: OFF 38
Screen Resolution

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:38 PM

DATE MODIFIED: 4/7/2016 8:39 PM

50. All of the same commands are available regardless of screen resolution.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 38
Screen Resolution

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:39 PM

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51. When you exit an Office app, if you have made changes to a file since the last time the file was saved, the Office app

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displays a dialog box asking if you want to save the changes you made to the file before it closes the app window.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 41
Screen Resolution

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:40 PM

DATE MODIFIED: 4/7/2016 8:40 PM

52. All layouts contain placeholders.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: OFF 48
Additional Microsoft Office Apps

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:40 PM

DATE MODIFIED: 4/7/2016 8:41 PM

53. With the exception of a blank slide, PowerPoint assumes every new slide has a title.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 49
Additional Microsoft Office Apps

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:41 PM

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54. As you add data to a database, Access requires you to save your changes manually.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: OFF 54
Additional Microsoft Office Apps

QUESTION TYPE: True / False

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HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:43 PM

DATE MODIFIED: 4/7/2016 8:44 PM

55. In Publisher, the more popular publication types are displayed in the center of the Publisher window.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 61
Additional Microsoft Office Apps

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:44 PM

DATE MODIFIED: 4/7/2016 8:45 PM

56. All activity in OneNote takes place in the notebook.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 65
Other Office Apps

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:45 PM

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57. Organizing files in folders is part of a process known as file management.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 67
Other Office Apps

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:46 PM

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58. If you inadvertently rename a file that is associated with certain apps, the apps may not be able to find the file and may not run properly.

- a. True
- b. False

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ANSWER: True
POINTS: 1
REFERENCES: OFF 67
Renaming, Moving, and Deleting Files
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:47 PM
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59. When you move a file, it no longer appears in the original folder.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: OFF 68
Renaming, Moving, and Deleting Files
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:48 PM
DATE MODIFIED: 4/7/2016 8:48 PM

60. If you delete a file from removable media, it is stored in the Recycle Bin where you can recover it until you empty the Recycle Bin.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: OFF 68
Renaming, Moving, and Deleting Files
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:49 PM
DATE MODIFIED: 4/7/2016 8:49 PM

61. Each Office app has its own Help home page.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: OFF 69
Renaming, Moving, and Deleting Files
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:50 PM

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DATE MODIFIED: 4/7/2016 8:50 PM

62. You can move any open window that is not maximized to another location on the desktop by dragging the title bar of the window.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 70
Microsoft Office and Windows Help

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:50 PM

DATE MODIFIED: 4/7/2016 8:51 PM

63. One method of changing the size of a window is to drag the window borders.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: OFF 70
Microsoft Office and Windows Help

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:51 PM

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64. For a right-handed person, the right button usually is the primary mouse button. _____

ANSWER: False - left

POINTS: 1

REFERENCES: OFF 71
Microsoft Office and Windows Help

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:52 PM

DATE MODIFIED: 4/7/2016 8:52 PM

65. When you hold down the CTRL key while rolling the mouse wheel, text on the screen may become larger or smaller based on the direction you roll the wheel. _____

ANSWER: True

POINTS: 1

REFERENCES: OFF 3
Introduction to the Windows 10 Operating System

QUESTION TYPE: Modified True / False

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HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:53 PM
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66. Microsoft Office 2013 is the newest version of Microsoft Office. _____

ANSWER: False - 2016
POINTS: 1
REFERENCES: OFF 4
Introduction to the Windows 10 Operating System

QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:53 PM
DATE MODIFIED: 4/7/2016 8:54 PM

67. If you do not use the mini toolbar, it remains on the screen. _____

ANSWER: False - disappears from the screen
POINTS: 1
REFERENCES: OFF 7
Introduction to Microsoft Office 2016

QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:55 PM
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68. Once the office app's Help window is open, you can search for help using the Table of Contents, clicking the links in the Help window, or entering search text in the 'Search' text box.

ANSWER: True
POINTS: 1
REFERENCES: OFF 15
Running and Using an App

QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:55 PM
DATE MODIFIED: 4/7/2016 8:57 PM

69. To _____ is a mouse operation in which you move the mouse until the pointer on the desktop is positioned on the item of choice.

ANSWER: point
POINTS: 1
REFERENCES: OFF 72
Microsoft Office and Windows Help

QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/7/2016 8:57 PM

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DATE MODIFIED: 4/7/2016 8:58 PM

70. A(n) _____ is a horizontal or vertical bar that appears when the contents of an area may not be visible completely on the screen.

ANSWER: scroll bar

POINTS: 1

REFERENCES: OFF 4
Introduction to the Windows 10 Operating System

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:58 PM

DATE MODIFIED: 4/7/2016 8:59 PM

71. A(n) _____ allows you to perform tasks using the keyboard by pressing one or more keyboard keys.

ANSWER: keyboard shortcut

POINTS: 1

REFERENCES: OFF 4
Introduction to the Windows 10 Operating System

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/7/2016 8:59 PM

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72. The _____ is the location of files that have been deleted.

ANSWER: Recycle Bin

POINTS: 1

REFERENCES: OFF 5
Introduction to the Windows 10 Operating System

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/7/2016 9:00 PM

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73. A(n) _____ is a named unit of storage.

ANSWER: file

POINTS: 1

REFERENCES: OFF 7
Introduction to the Windows 10 Operating System

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/7/2016 9:01 PM

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Critical Thinking Questions

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Case 1

Ellie wants to use Office 2016 for her catering business. For example, she plans to use Word to maintain her collection of recipes, and Excel to manage her budget. To get started, Ellie turns to you for help in understanding the components that appear in the Microsoft Word window.

74. Ellie asks you about the component located at the bottom of the document window. You tell her that it is used to present information about the document, the progress of current tasks, and controls for viewing the document. What is the name of this component?

- a. scroll bar
- b. status bar
- c. ribbon
- d. mini toolbar

ANSWER: b

POINTS: 1

REFERENCES: OFF 12
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: case 1

DATE CREATED: 4/7/2016 9:02 PM

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75. Ellie next asks you about the component located near the top of the window below the title bar. You explain that it provides easy, central access to the tasks performed while creating a document. What is the name of this component?

- a. scroll bar
- b. status bar
- c. ribbon
- d. mini toolbar

ANSWER: c

POINTS: 1

REFERENCES: OFF 12
Running and Using an App

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: case 1

DATE CREATED: 4/7/2016 9:05 PM

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Access Module 1

True / False

1. In Access, the columns in a table are called records.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 2
Project-Database Creation

QUESTION TYPE: True / False

HAS VARIABLES: False

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2. A unique identifier is also called a primary key.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 3
Project-Database Creation

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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3. In Access, field names cannot contain digits.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 6
Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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4. The Navigation Pane contains a list of all the objects in the database.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 6

Access Module 1

The Access Window

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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5. In Datasheet view, a table is represented as a collection of rows and columns called a list.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 6

The Access Window

QUESTION TYPE: True / False

HAS VARIABLES: False

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6. The maximum number of characters allowed in a field whose data type is Short Text is 255 characters.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 7

Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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7. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Memo.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 7

Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

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8. The Currency data type is used for fields that contain only monetary data.

Access Module 1

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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9. The Character data type is used for a field that can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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10. When Access first creates a database, it automatically creates a table.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 10
Creating a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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11. One way to undo changes to a field is to click the Undo button on the status bar.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 12
Creating a Table

Access Module 1

QUESTION TYPE: True / False
HAS VARIABLES: False
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12. Changing the column width in a datasheet changes the structure of a table.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 23
Creating a Table

QUESTION TYPE: True / False
HAS VARIABLES: False
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13. Landscape orientation means the printout is across the length (height) of the page.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 24
Previewing and Printing the Contents of a Table

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
DATE MODIFIED: 2/24/2016 4:56 PM

14. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 24
Previewing and Printing the Contents of a Table

QUESTION TYPE: True / False
HAS VARIABLES: False
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15. To preview and then print the contents of a table, use Table Preview.

- a. True

Access Module 1

b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 25
Previewing and Printing the Contents of a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
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16. Form view displays a single record at a time.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 39
Additional Database Objects
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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17. Layout view shows a report on the screen and allows the user to make changes to the report.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 43
Additional Database Objects
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
DATE MODIFIED: 2/24/2016 4:56 PM

18. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 47
Database Properties
QUESTION TYPE: True / False
HAS VARIABLES: False

Access Module 1

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19. Each customer has one book rep, but each book rep can have many customers. This is an example of a one-to-many relationship.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 54
Database Design

QUESTION TYPE: True / False

HAS VARIABLES: False

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20. Redundancy means storing the same fact in more than one place.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 54
Database Design

QUESTION TYPE: True / False

HAS VARIABLES: False

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DATE MODIFIED: 2/24/2016 4:56 PM

Modified True / False

21. The term list database describes a database that consists of a collection of tables, each of which contains information on a specific subject. _____

ANSWER: False - relational

POINTS: 1

REFERENCES: AC 2
Project-Database Creation

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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22. A field that has the Calculated data type can store a unique sequential number that Access assigns to a record.

ANSWER: False - AutoNumber

Access Module 1

POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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23. To change the name of a field, press and hold or right-click the column heading for the field, and then tap or click Rename Field on the shortcut menu. _____

ANSWER: True
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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24. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click Insert Column on the shortcut menu. _____

ANSWER: False - Field
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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25. To delete a field, press and hold or right-click the column heading for the field, and then tap or click Remove Field on the shortcut menu. _____

ANSWER: False - Delete
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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Multiple Choice

26. Access is a _____.
a. word processing software tool b. file management system

Access Module 1

- c. workbook management system d. database management system

ANSWER: d

POINTS: 1

REFERENCES: AC 1
Introduction

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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27. In a(n) _____ database such as those maintained by Access, a database consists of a collection of tables, each of which contains information on a specific subject.

- a. tabular b. record
c. attribute d. relational

ANSWER: d

POINTS: 1

REFERENCES: AC 2
Project-Database Creation

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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28. A(n) _____ contains information about a given person, product, or event.

- a. attribute b. record
c. field d. column

ANSWER: b

POINTS: 1

REFERENCES: AC 2
Project-Database Creation

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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29. _____ words are words that have a special meaning to Access and cannot be used for the names of fields.

- a. Reserved b. Restricted
c. Significant d. Tagged

ANSWER: a

POINTS: 1

REFERENCES: AC 3
Project-Database Creation

QUESTION TYPE: Multiple Choice

Access Module 1

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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30. In Access, table and field names can be up to ____ characters in length.

- a. 256
- b. 128
- c. 64
- d. 32

ANSWER: c

POINTS: 1

REFERENCES: AC 6
Determining Tables and Fields

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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31. A field whose data type is ____ can contain any characters.

- a. Alpha
- b. Character
- c. Normal
- d. Short Text

ANSWER: d

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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32. A(n) ____ data type can store a variable amount of text or combination of text and numbers where the total number of characters may exceed 255.

- a. Memo
- b. Long Text
- c. Variable
- d. Character

ANSWER: b

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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33. A field with the ____ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.

- a. Sequential
- b. ValueIncrement

Access Module 1

- c. Incremental d. AutoNumber

ANSWER: d

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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34. A field with the ____ data type can contain an attached file, such as an image, document, chart, or spreadsheet.

- a. Attachment b. File
c. Document d. Extend

ANSWER: a

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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35. A field whose data type is ____ can store an OLE object, which is an object linked to or embedded in the table.

- a. Illustration b. Image
c. Bitmap d. OLE object

ANSWER: d

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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36. A field whose data type is ____ can store text that can be used as a hyperlink address.

- a. URL b. Web
c. Placeholder d. Hyperlink

ANSWER: d

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

Access Module 1

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37. When you assign a(n) _____ to a field, Access will display the value you assign, rather than the field name, in datasheets and in forms.

- a. alternate
- b. caption
- c. abbreviation
- d. tag

ANSWER: b

POINTS: 1

REFERENCES: AC 8
Creating a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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38. To define an additional field in Datasheet view, tap or click the _____ column heading.

- a. New Field
- b. Add Field
- c. Click to Add
- d. Insert Field

ANSWER: c

POINTS: 1

REFERENCES: AC 11
Creating a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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39. To undo the most recent change to a table structure, tap or click the _____ button on the Quick Access Toolbar.

- a. Cancel
- b. Reverse
- c. Back
- d. Undo

ANSWER: d

POINTS: 1

REFERENCES: AC 12
Creating a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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40. To delete a field in a table, press and hold or right-click the column heading for the field, and then tap or click _____ on the shortcut menu.

- a. Remove Field
- b. Delete Field
- c. Delete Column
- d. Remove Column

Access Module 1

ANSWER: b
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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41. To change the name of a field, press and hold or right-click the column heading for the field, tap or click ____ on the shortcut menu, and then type the desired field name.

- a. Change Column
- b. Rename Column
- c. Change Field
- d. Rename Field

ANSWER: d
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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42. To show the symbol for the Euro instead of the dollar sign, change the ____ property for the field whose data type is Currency.

- a. Field Size
- b. Format
- c. Caption
- d. Description

ANSWER: b
POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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43. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click ____ on the shortcut menu.

- a. Insert Column
- b. Insert Field
- c. Add Column
- d. Add Field

ANSWER: b
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Multiple Choice

Access Module 1

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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44. To add a record to a table, tap or click the ____ record button.

- a. Add New
- b. New (blank)
- c. Last
- d. Insert (New)

ANSWER: b

POINTS: 1

REFERENCES: AC 20
Creating a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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45. You can place an insertion point by tapping or clicking in the field or by pressing ____.

- a. F2
- b. F3
- c. F4
- d. F5

ANSWER: a

POINTS: 1

REFERENCES: AC 20
Creating a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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46. To delete a record, tap or click the record selector for the record, and then press the ____ key(s).

- a. CTRL+DELETE
- b. CTRL+Y
- c. DELETE
- d. CTRL+K

ANSWER: c

POINTS: 1

REFERENCES: AC 20
Creating a Table

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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47. To specify AutoCorrect rules and exceptions to the rules, tap or click FILE to open the Backstage view, tap or click ____, and then tap or click Proofing in the dialog box that displays.

- a. Customize
- b. Manage
- c. Options
- d. Grammar

Access Module 1

ANSWER: c
POINTS: 1
REFERENCES: AC 20
Creating a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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48. To save the changes to the layout of a table, tap or click the Save button on the ____.
- a. status bar
 - b. TABLE TOOLS tab
 - c. Navigation Pane
 - d. Quick Access Toolbar

ANSWER: d
POINTS: 1
REFERENCES: AC 23
Creating a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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49. To import data to a table, tap or click the ____ tab on the ribbon.
- a. DATABASE TOOLS
 - b. FILE
 - c. EXTERNAL DATA
 - d. IMPORT

ANSWER: c
POINTS: 1
REFERENCES: AC 33
Importing or Linking Data from Other Applications to Access
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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50. To open the Navigation Pane, tap or click the ____ Button.
- a. Open Navigation Pane
 - b. Open Pane
 - c. Shutter Bar Open/Close
 - d. Navigation Bar Show/Hide

ANSWER: c
POINTS: 1
REFERENCES: AC 34
Additional Database Objects
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM

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51. To view the results of a saved query, press and hold or right-click the query in the Navigation Pane and tap or click _____ on the shortcut menu.

- a. Datasheet View
- b. Open
- c. Results View
- d. Run

ANSWER: b

POINTS: 1

REFERENCES: AC 36
Additional Database Objects

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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52. To change the design of a query, press and hold or right-click the query in the Navigation Pane and then tap or click _____ on the shortcut menu.

- a. Open
- b. SQL
- c. Query Window
- d. Design View

ANSWER: d

POINTS: 1

REFERENCES: AC 36
Additional Database Objects

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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53. To back up the database that is currently open, use the _____ command on the Save As tab in the Backstage view.

- a. Close and Back Up
- b. Back Up Current
- c. Save As Back Up
- d. Back Up Database

ANSWER: d

POINTS: 1

REFERENCES: AC 48
Special Database Operations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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54. To compact and repair a database, tap or click the _____ button in the Info gallery in the Backstage view.

- a. Restore
- b. Fix
- c. Compaction
- d. Compact & Repair

ANSWER: d

Access Module 1

POINTS: 1
REFERENCES: AC 49
Special Database Operations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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55. To delete a database object, press and hold or right-click the object in the Navigation Pane and then tap or click _____ on the shortcut menu.

- a. Erase
- b. Trash
- c. Delete
- d. Remove

ANSWER: c
POINTS: 1
REFERENCES: AC 50
Special Database Operations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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56. To rename a database object, press and hold or right-click the object in the Navigation Pane and then tap or click _____ on the shortcut menu.

- a. New Name
- b. Redefine
- c. Rename
- d. Save Name

ANSWER: c
POINTS: 1
REFERENCES: AC 50
Special Database Operations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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Multiple Response

Modified Multiple Choice

57. File names cannot contain a(n) _____.

- a. question mark (?)
- b. colon (:)
- c. space
- d. underscore (_)

ANSWER: a, b
POINTS: 1
REFERENCES: AC 8
Creating a Table

Access Module 1

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mod

DATE CREATED: 2/24/2016 4:56 PM

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58. The Access window consists of a variety of components. These include the _____.

- a. Navigation Pane
- b. Content pane
- c. Object tabs
- d. Quick Access Toolbar

ANSWER: a, c, d

POINTS: 1

REFERENCES: AC 5
The Access Window

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mod

DATE CREATED: 2/24/2016 4:56 PM

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59. A field with a Yes/No data type can store only one of two values. The choices are _____.

- a. True/False
- b. One/Zero
- c. Yes/No
- d. On/Off

ANSWER: a, c, d

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mod

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Completion

60. A(n) _____ is software that can be used to create a database; add, change, and delete data in the database; ask and answer questions concerning the data in the database; and create forms and reports using the data.

ANSWER: database management system

POINTS: 1

REFERENCES: AC 1
Introduction

QUESTION TYPE: Completion

HAS VARIABLES: False

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Access Module 1

61. The rows in the tables are called _____.

ANSWER: records

POINTS: 1

REFERENCES: AC 2
Project-Database Creation

QUESTION TYPE: Completion

HAS VARIABLES: False

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62. A(n) _____ contains a specific piece of information within a record.

ANSWER: field

POINTS: 1

REFERENCES: AC 3
Project-Database Creation

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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63. The _____ data type in Access is referred to as Money in SQL Server.

ANSWER: Currency

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Completion

HAS VARIABLES: False

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64. _____ view has more functionality for creating a table than Datasheet view.

ANSWER: Design

POINTS: 1

REFERENCES: AC 8
Creating a Table

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:56 PM

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65. To define an additional field in Datasheet view, tap or click the _____ column heading, select the data type, and then type the field name.

ANSWER: Click to Add

Access Module 1

POINTS: 1
REFERENCES: AC 11
Creating a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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66. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click _____ on the shortcut menu.

ANSWER: Insert Field
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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67. Society encourages users to contribute to _____ computing, which involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANSWER: green
POINTS: 1
REFERENCES: AC 24
Creating a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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68. A hard copy or _____ is information that exists on a physical medium such as paper.

ANSWER: printout
POINTS: 1
REFERENCES: AC 24
Creating a Table
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:56 PM
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69. _____ refers to the process of determining the tables and fields that make up the database.

ANSWER: Database design
POINTS: 1
REFERENCES: AC 50

Access Module 1

Database Design

QUESTION TYPE: Completion

HAS VARIABLES: False

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70. The determination of database requirements is part of a process known as _____.

ANSWER: systems analysis

POINTS: 1

REFERENCES: AC 50
Database Design

QUESTION TYPE: Completion

HAS VARIABLES: False

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71. Designing to omit _____ will help to produce good and valid database designs.

ANSWER: redundancy

POINTS: 1

REFERENCES: AC 56
Database Design

QUESTION TYPE: Completion

HAS VARIABLES: False

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Subjective Short Answer

Critical Thinking Questions

Case 1-1

Joe has been asked to create a Special Projects database for his company. The database is to track employees and the special projects to which the employees may be assigned. A special project can have between 2 and 5 employees assigned to it. He has determined that he needs the following tables:

Employee (Social Security Number, Last Name, First Name, Street Address, City, State,
Postal Code, Hourly Pay Rate, Project Code)

Project (Project Code, Project Name, Total Hours, Completion Date)

72. Which field in the Employee table should be the primary key and why?

ANSWER: Social Security Number should be the primary key because the values in the field will be unique for each record.

POINTS: 1

REFERENCES: AC 53
Database Design

QUESTION TYPE: Subjective Short Answer

Access Module 1

HAS VARIABLES: False
PREFACE NAME: AC_1_Case 1
TOPICS: Critical Thinking
DATE CREATED: 2/24/2016 4:56 PM
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73. Which field in the Project table should be the primary key and why?

ANSWER: Project Code should be the primary key because you can assign unique values to the field.

POINTS: 1

REFERENCES: AC 53
Database Design

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 4:56 PM

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Critical Thinking Questions **Case 1-2**

Now that Joe has created the tables and determined the primary and foreign keys, he needs to determine the data types for the fields in each table.

74. What data type should Joe use for the Completion Date field?

ANSWER: Joe should use the Date & Time data type because dates will be stored in the field.

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: AC_1_Case 2

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 4:56 PM

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75. What data type should Joe use for the Social Security Number field? Why?

ANSWER: Joe should use the Short Text data type. Even though the field contains numbers, the field will not be used for arithmetic operations.

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 4:56 PM

Name: _____ Class: _____ Date: _____

Access Module 1

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Productivity App: Productivity Apps for School and Work

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

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PA-2
Syncing a Notebook to the Cloud

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Converting Handwriting to Text
PA-3

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PA-4
Recording a Lecture

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Sway
PA-6

Productivity App: Productivity Apps for School and Work

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Creating a Sway Presentation
PA-6

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Introduction to Sway
PA-6

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Office
PA-10

QUESTION TYPE: True / False

HAS VARIABLES: False

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

DATE MODIFIED: 4/26/2016 7:49 PM

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

- a. True

Productivity App: Productivity Apps for School and Work

b. False

ANSWER: True

POINTS: 1

REFERENCES: Capturing Video Clips
PA-11

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:50 PM

DATE MODIFIED: 4/26/2016 7:51 PM

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

a. True

b. False

ANSWER: False

POINTS: 1

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

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:51 PM

DATE MODIFIED: 4/26/2016 7:52 PM

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

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Introduction to Microsoft Edge
PA-14

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Locating Information with Cortana
PA-14

QUESTION TYPE: True / False

HAS VARIABLES: False

Productivity App: Productivity Apps for School and Work

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

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

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Annotating Webpages
PA-15

QUESTION TYPE: True / False

HAS VARIABLES: False

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

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

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

ANSWER: True

POINTS: 1

REFERENCES: Introduction to OneNote 2016
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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

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

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

ANSWER: True

POINTS: 1

REFERENCES: Introduction to OneNote 2016
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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

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

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

ANSWER: False -

POINTS: 1

REFERENCES: Creating a OneNote Notebook
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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

Productivity App: Productivity Apps for School and Work

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

ANSWER: False -
POINTS: 1
REFERENCES: PA-6
Introduction to Sway
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:03 PM
DATE MODIFIED: 4/26/2016 8:05 PM

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

ANSWER: False -
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/26/2016 8:05 PM
DATE MODIFIED: 4/26/2016 8:06 PM

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

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

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

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

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

ANSWER: False -

Productivity App: Productivity Apps for School and Work

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

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

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

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

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

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

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

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

ANSWER: True
POINTS: 1

Productivity App: Productivity Apps for School and Work

REFERENCES: Annotating Webpages
PA-15

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:16 PM

DATE MODIFIED: 4/26/2016 8:17 PM

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

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

ANSWER: b

POINTS: 1

REFERENCES: Introduction to OneNote 2016
PA-2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:17 PM

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

26. OneNote is divided into sections similar to that of a

- a. spiral notebook.
- b. map
- c. compass
- d. desktop

ANSWER: a

POINTS: 1

REFERENCES: Creating a OneNote Notebook
PA-2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

27. The Microsoft OneNote mobile app

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

ANSWER: c

POINTS: 1

REFERENCES: Syncing a Notebook to the Cloud

Productivity App: Productivity Apps for School and Work

PA-2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

28. OneNote creates a Drawing Canvas, which is

- a. a container for shapes and lines.
- b. a personal assistant.
- c. a storyline for interactive video content
- d. .a teleprompter.

ANSWER: a

POINTS: 1

REFERENCES: Syncing a Notebook to the Cloud
PA-2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

29. Microsoft Sway utilizes Responsive Design, which means

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

ANSWER: d

POINTS: 1

REFERENCES: Introduction to Sway
PA-6

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

30. In Sway, each storyline can include

- a. text, images, and videos.
- b. databases, word-processor documents, and spreadsheets.
- c. games, productivity apps, and home-office applications.
- d. other Sways.

ANSWER: a

POINTS: 1

REFERENCES: Creating a Sway presentation
PA-6

Productivity App: Productivity Apps for School and Work

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

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

ANSWER: c

POINTS: 1

REFERENCES: Adding Content to Build a Story
PA-7

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

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

ANSWER: d

POINTS: 1

REFERENCES: Sharing an office Mix Presentation
PA-12

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

33. In Office Mix, the Slide Notes feature works as a _____, to help you focus on your content instead of memorizing a presentation.
- a. digital assistant
 - b. TelePrompTer
 - c. calculator
 - d. spreadsheet

ANSWER: a

POINTS: 1

REFERENCES: Capturing Video Clips
PA-11

Productivity App: Productivity Apps for School and Work

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

34. In a Screen Recording, Office Mix

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

ANSWER: d

POINTS: 1

REFERENCES: Capturing Video Clips
PA-11

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

35. To share an Office Mix presentation,

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

ANSWER: b

POINTS: 1

REFERENCES: Sharing an Office Mix Presentation
PA-12

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

36. Microsoft Edge

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

ANSWER: c

POINTS: 1

REFERENCES: Introduction to Microsoft Edge
PA-14

QUESTION TYPE: Multiple Choice

Productivity App: Productivity Apps for School and Work

HAS VARIABLES: False

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

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

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

ANSWER: d

POINTS: 1

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

38. When Cortana is on in Microsoft Edge, it acts as a(n)
- a. personal assistant.
 - b. template to draw on a web page with.
 - c. array of tools to make quality presentations.
 - d. place to store text, images, and videos.

ANSWER: a

POINTS: 1

REFERENCES: Locating Information with Cortana
PA-14

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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

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

39. Microsoft OneNote replaces physical _____, _____, and _____ with a searchable, digital notebook.
- a. notebooks
 - b. binders
 - c. paper notes
 - d. computers

ANSWER: a, b, c

POINTS: 1

REFERENCES: Introduction to OneNote 2016
PA-2

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

Productivity App: Productivity Apps for School and Work

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

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

40. OneNote captures your ideas and schoolwork on any device so you can _____, _____, and _____.
- a. stay organized
 - b. share notes
 - c. work with others on projects
 - d. let others do your work for you.

ANSWER: a, b, c

POINTS: 1

REFERENCES: Introduction to OneNote 2016
PA-2

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

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

ANSWER: a, b, c

POINTS: 1

REFERENCES: Creating a OneNote Notebook
PA-2

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

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

ANSWER: a, b, c, d

POINTS: 1

REFERENCES: Introduction to Sway
PA-6

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

Productivity App: Productivity Apps for School and Work

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

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

43. With Sway, you can (select all that apply)

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

ANSWER: a, b

POINTS: 1

REFERENCES: Adding Content to Build a Story
PA-7

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

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

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

ANSWER: a, b, c, d

POINTS: 1

REFERENCES: Sharing a Sway
PA-8

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

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

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

ANSWER: a, b, c

POINTS: 1

REFERENCES: Introduction to Office Mix
PA-10

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

Productivity App: Productivity Apps for School and Work

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

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

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

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

ANSWER: a, b, c, d

POINTS: 1

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

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

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

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

ANSWER: a, b, c, d

POINTS: 1

REFERENCES: Sharing an Office Mix Presentation
PA-12

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

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

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

ANSWER: a, b, c

POINTS: 1

REFERENCES: Introduction to Microsoft Edge
PA-14

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

Productivity App: Productivity Apps for School and Work

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

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

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

ANSWER: a, b, c, d

POINTS: 1

REFERENCES: Locating Information with Cortana
PA-14

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

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

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

ANSWER: a, b, c

POINTS: 1

REFERENCES: Annotating Webpages
PA-15

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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

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

51. OneNote is _____.

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

POINTS: 1

REFERENCES: Introduction to OneNote 2016
PA-2

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

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

ANSWER: www.cengagebrain.com.

POINTS: 1

REFERENCES: Creating a OneNote Notebook

Productivity App: Productivity Apps for School and Work

PA-2

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

53. Beyond simple typed notes, OneNote _____.

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

POINTS: 1

REFERENCES: Taking Notes
PA-3

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

54. If a notebook contains sensitive material, you can _____.

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

POINTS: 1

REFERENCES: Recording a Lecture
PA-4

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

55. When you draw on a page, OneNote creates a _____.

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

POINTS: 1

REFERENCES: Taking Notes
PA-3

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

56. OneNote saves your notes _____.

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

POINTS: 1

REFERENCES: Syncing a Notebook to the Cloud
PA-2

QUESTION TYPE: Completion

HAS VARIABLES: False

Productivity App: Productivity Apps for School and Work

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

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

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

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

POINTS: 1

REFERENCES: Introduction to Sway
PA-6

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:22 PM

DATE MODIFIED: 4/27/2016 6:23 PM

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

ANSWER: card

POINTS: 1

REFERENCES: Creating a Sway Presentation
PA-6

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:23 PM

DATE MODIFIED: 4/27/2016 6:24 PM

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

ANSWER: select the Insert Content button.

POINTS: 1

REFERENCES: Creating a Sway Presentation
PA-6

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:24 PM

DATE MODIFIED: 4/27/2016 6:25 PM

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

ANSWER: color palettes, font choices, animation emphasis effects, and style templates.

POINTS: 1

REFERENCES: Designing a Sway
PA-8

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:26 PM

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

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

Productivity App: Productivity Apps for School and Work

ANSWER: Play
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:27 PM
DATE MODIFIED: 4/27/2016 6:28 PM

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

ANSWER: Edit button
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:28 PM
DATE MODIFIED: 4/27/2016 6:30 PM

63. Office Mix is a _____.

ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:30 PM
DATE MODIFIED: 4/27/2016 6:31 PM

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

ANSWER: provides a link you can share with friends and colleagues.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:31 PM
DATE MODIFIED: 4/27/2016 6:33 PM

65. In Office Mix, a clip is _____.

ANSWER: a short segment of audio, such as music, or video.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11

Productivity App: Productivity Apps for School and Work

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

66. Office Mix creates video clips in two ways: _____.

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

POINTS: 1

REFERENCES: Capturing Video Clips
PA-11

QUESTION TYPE: Completion

HAS VARIABLES: False

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

DATE MODIFIED: 4/27/2016 6:36 PM

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

ANSWER: add quizzes, live webpages, and apps.

POINTS: 1

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

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

68. When you complete your work with Office Mix, _____.

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

POINTS: 1

REFERENCES: Sharing an Office Mix Presentation
PA-12

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

69. Microsoft Edge is _____.

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

POINTS: 1

REFERENCES: Introduction to Microsoft Edge
PA-14

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

Productivity App: Productivity Apps for School and Work

70. Microsoft Edge allows you to _____.

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

POINTS: 1

REFERENCES: Introduction to Microsoft Edge
PA-14

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

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

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

POINTS: 1

REFERENCES: Locating Information with Cortana
PA-14

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

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

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

POINTS: 1

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

73. Consider the Hub in Microsoft Edge as _____.

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

POINTS: 1

REFERENCES: Browsing the Web with Microsoft Edge
PA-14

QUESTION TYPE: Completion

HAS VARIABLES: False

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

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

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

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

Name: _____ Class: _____ Date: _____

Productivity App: Productivity Apps for School and Work

POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:49 PM
DATE MODIFIED: 4/27/2016 6:50 PM

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

ANSWER: using the Share Web Note button.

POINTS: 1
REFERENCES: Annotating Webpages
PA-15
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:50 PM
DATE MODIFIED: 4/27/2016 6:52 PM

Chapter 01: Introducing Today's Technologies

True / False



1. Most examples of the kind of computer shown in the accompanying figure can operate solely on batteries.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 4
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: DC0102
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
DATE MODIFIED: 11/13/2014 10:02 AM

2. On a typical notebook computer, the screen is in the lid and the keyboard attaches to the system unit with hinges.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 4
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
DATE MODIFIED: 2/2/2015 3:26 PM

Chapter 01: Introducing Today's Technologies



3. Servers like the one in the accompanying figure typically support only one computer at a time.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 6
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: DC0105
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
DATE MODIFIED: 11/13/2014 10:02 AM

4. Larger corporate, government, and Internet applications may use powerful, expensive servers (an example of which is shown in the accompanying figure) to support their daily operation.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 6
QUESTION TYPE: True / False

Chapter 01: Introducing Today's Technologies

HAS VARIABLES: False
PREFACE NAME: DC0105
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
DATE MODIFIED: 11/13/2014 10:02 AM

5. The major differences between server computers like the one in the accompanying figure and client computers are that the client typically has more power, more storage space, and expanded communications capabilities.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 32
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: DC0105
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
DATE CREATED: 11/13/2014 10:02 AM
DATE MODIFIED: 11/13/2014 10:02 AM

6. Mobile service providers never charge additional fees for sending text, picture, or video messages.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 7
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
DATE CREATED: 11/13/2014 10:02 AM
DATE MODIFIED: 2/2/2015 3:33 PM

7. Phablets combine the features of a gaming device and a tablet.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 7
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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8. Digital cameras often can connect to or communicate wirelessly with a computer, a printer, or the Internet.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 8
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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9. Most e-book readers are usually smaller than smartphones.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 9
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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10. A game console is small enough to fit in one hand, making it more portable than the handheld game device.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 10
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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11. Storage devices like the hard disk shown in the accompanying figure often function as a source of input because they transfer items from storage to memory.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 17
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: DC0119
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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12. USB flash drives and memory cards usually hold more than hard disks like the kind shown in the accompanying figure.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 17-18
QUESTION TYPE: True / False
HAS VARIABLES: False
PREFACE NAME: DC0119
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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13. A memory card is a removable flash memory, usually no bigger than 1.5 inches in height or width.

- a. True
- b. False

ANSWER: True
POINTS: 1

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REFERENCES: 18
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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14. The terms web and Internet can be used interchangeably.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5
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15. The Internet is a service of the web.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5
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16. A webpage is a collection of related websites.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5
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17. All social networking sites have a specialized audience.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 23
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5
DATE CREATED: 11/13/2014 10:02 AM
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18. Nearly every life event is stored in a computer somewhere.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 24
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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19. A password is a unique combination of characters, such as letters of the alphabet or numbers, that identifies one specific user.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 25
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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20. One effective strategy for creating strong passwords includes changing common words to symbols.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 25

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QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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21. With contemporary antivirus protection it is now possible to ensure a virus or malware never will attack your computer.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 25
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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22. All security experts recommend disconnecting from the computer network before opening email attachments.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 25
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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23. Never start a computer with removable media inserted in the computer unless you are certain the media is uninfected.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 25
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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24. The application system provides a means for users to communicate with the computer or mobile device and other software.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 27
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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25. The term drive app is used to describe applications stored on a computer.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 27
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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26. The term web app is an application stored on a web server.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 28
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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27. Examples of communications devices are routers, wireless access points, and modems.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 31

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QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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28. You usually need to install web apps before you can run them.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 28
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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29. Wireless Internet access points enable users with computers and mobile devices to connect to the Internet wirelessly.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 31
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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30. Wi-Fi uses short-range radio signals to enable specially enabled computers and devices to communicate with each other.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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31. Cellular radio uses the cellular network to enable high-speed Internet connections to devices with built-in compatible technology, such as smartphones.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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32. A hot spot is a wireless network that provides Internet connections to mobile computers and devices.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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33. In many networks, one or more computers act as a server.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 32
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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34. You need extensive knowledge of networks to set up a home network.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 33

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QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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35. In a networked environment, each computer on the network can access the hardware on the network.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: 33
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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36. With a one-way sync, also called mirroring, you add, change, or delete files in a destination location, called the target, without altering the same files in the original location.
- a. True
 - b. False

ANSWER: True
POINTS: 1
REFERENCES: 34
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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37. While distance learning classes are popular, you cannot obtain a degree from them.
- a. True
 - b. False

ANSWER: False
POINTS: 1
REFERENCES: 35
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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38. A 360-degree panorama of Colonial Williamsburg and Machu Picchu are forms of interactive whiteboards.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 35
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
DATE CREATED: 11/13/2014 10:02 AM
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39. With online investing, the transaction fee for each trade usually is much more than when trading through a broker.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 36
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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40. Some websites support streaming, where you access the media content while it downloads.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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41. You cannot make copies of media, even as a personal backup, without violating copyright.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: 38
QUESTION TYPE: True / False

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HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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42. Nearly every area of health care uses computers.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: 38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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43. Breakthroughs in surgery, medicine, and treatments seldom result from scientists' use of computers.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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44. The capability of the computer to recognize spoken words is a direct result of scientific experimentation with cochlear implants.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: 39
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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45. A blog is an informal website consisting of time-stamped articles in a diary or journal format, usually listed in reverse

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chronological order.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 39
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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46. As wikis have grown in number, size, and popularity, many educators and librarians have shunned the sites as valid sources of research.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 40
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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47. CAM is used by a variety of industries, including oil drilling, power generating, food production, and automobile manufacturing.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 40
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.11 - 10
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48. Examples of mobile users include engineers, scientists, architects, desktop publishers, and graphic artists.

- a. True
- b. False

ANSWER: False
POINTS: 1

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REFERENCES: 41
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
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49. Enterprise users use spreadsheet, database, and accounting software.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: 41
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
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Multiple Choice

50. Which of the following entails having the knowledge and understanding of computers, mobile devices, the Internet, and related technologies?

- a. digital literacy
- b. digital intimacy
- c. digital legitimacy
- d. digital intelligence

ANSWER: a
POINTS: 1
REFERENCES: 2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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51. Which of the following terms is an alternate term for the kind of computer shown in the accompanying figure?

- a. thinbook
- b. quickbook
- c. notebook computer
- d. slimbook

ANSWER: c
POINTS: 1
REFERENCES: 4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: DC0102
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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52. Which of the following style of tablet does not contain a physical keyboard?

- a. power
- b. virtual
- c. convertible
- d. slate

ANSWER: d
POINTS: 1
REFERENCES: 4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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53. Which of the following is an electronic device, operating under the control of instructions stored in its own memory, that can accept data, process the data according to specified rules, produce results, and store the results for future use?

- a. input device
- b. computer
- c. output device
- d. both a and c

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ANSWER: b
POINTS: 1
REFERENCES: 4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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54. Which of the following is a personal computer that users can carry from place to place?
- a. integrated computer
 - b. desktop computer
 - c. mobile computer
 - d. encapsulated computer

ANSWER: c
POINTS: 1
REFERENCES: 4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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55. In which gesture do you quickly touch and release one finger one time?
- a. tap
 - b. stretch
 - c. swipe
 - d. slide

ANSWER: a
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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56. In which gesture do you quickly touch and release one finger two times?
- a. double-pinch
 - b. double-stretch
 - c. double-tap
 - d. double-hold

ANSWER: c
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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57. In which gesture do you press and hold one finger on an object and then move the finger to the new location?

- a. swipe
- b. tap
- c. pinch
- d. slide

ANSWER: d

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

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58. In which gesture do you press and hold one finger and then move the finger horizontally or vertically on the screen?

- a. swipe
- b. slide
- c. tap
- d. stretch

ANSWER: a

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

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59. In which gesture do you move two fingers apart?

- a. double-tap
- b. slide
- c. stretch
- d. press and hold

ANSWER: c

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.2 - 2

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60. In which gesture do you move two fingers together?

- a. stretch
- b. pinch
- c. swipe
- d. slide

ANSWER: b

POINTS: 1

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REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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61. Which gesture displays a shortcut menu?

- a. slide
- b. swipe
- c. stretch
- d. press and hold

ANSWER: d
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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62. Which kind of desktop uses the same case to house the screen and processing circuitry?

- a. all-in-one
- b. tower
- c. slate
- d. convertible

ANSWER: a
POINTS: 1
REFERENCES: 6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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63. What is a type of personal computer designed so all of its components fit entirely on or under a desk or table?

- a. desktop computer
- b. mobile computer
- c. encapsulated computer
- d. handheld computer

ANSWER: a
POINTS: 1
REFERENCES: 6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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64. Which of the following is NOT a type of message you can send with a smartphone?

- a. text message
- b. picture message
- c. media message
- d. video message

ANSWER: c
POINTS: 1
REFERENCES: 7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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65. Which of the following is an electronic version of a printed book, readable on computers and other digital devices?

- a. PPA
- b. e-book
- c. digibook
- d. compulibro

ANSWER: b
POINTS: 1
REFERENCES: 9
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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66. Which of the following is a collection of unprocessed items, which can include text, numbers, images, audio, and video?

- a. Data
- b. Output
- c. Information
- d. Input

ANSWER: a
POINTS: 1
REFERENCES: 12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3
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67. Which of the following conveys meaning and is useful to users?

- a. Data
- b. Information
- c. Input
- d. Output

ANSWER: b
POINTS: 1
REFERENCES: 12

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3
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68. In which of the following mouse operations do you move the mouse until the pointer is positioned on the item of choice?

- a. point
- b. click
- c. right-click
- d. drag

ANSWER: a

POINTS: 1

REFERENCES: 13

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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69. In which of the following mouse operations do you press and release the primary mouse button?

- a. click
- b. point
- c. right-click
- d. drag

ANSWER: a

POINTS: 1

REFERENCES: 13

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

DATE CREATED: 11/13/2014 10:02 AM

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70. In which of the following mouse operations do you press and release the secondary mouse button?

- a. point
- b. right-click
- c. drag
- d. double-click

ANSWER: b

POINTS: 1

REFERENCES: 13

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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71. In which of the following mouse operations do you quickly press and release the left mouse button twice without moving the mouse?

- a. double-press
- b. click
- c. double-click
- d. drag

ANSWER: c
POINTS: 1
REFERENCES: 13
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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72. In which of the following mouse operations do you point to an item, hold down the left mouse button, move the item to the desired location on the screen, and then release the left mouse button?

- a. point
- b. click
- c. double-click
- d. drag

ANSWER: d
POINTS: 1
REFERENCES: 13
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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73. Which of the following consists of electronic components that store instructions waiting to be executed and data needed by those instructions?

- a. The processor
- b. The CPU
- c. The control unit
- d. Memory

ANSWER: d
POINTS: 1
REFERENCES: 16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
DATE CREATED: 11/13/2014 10:02 AM
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74. For which of the following is the spelling, disk, used?

- a. magnetic media
- b. CDs
- c. DVDs
- d. optical media

ANSWER: a

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POINTS: 1
REFERENCES: 17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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75. Which type of disc is a type of storage media that consists of a flat, round, portable metal disc made of metal, plastic, and lacquer that is written and read by a laser?

- a. solid-state
- b. virtual
- c. cloud
- d. optical

ANSWER: d
POINTS: 1
REFERENCES: 18
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
DATE CREATED: 11/13/2014 10:02 AM
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76. Which of the following is a worldwide collection of networks that connects millions of businesses, government agencies, educational institutions, and individuals?

- a. Web
- b. Usenet
- c. Newsnet
- d. Internet

ANSWER: d
POINTS: 1
REFERENCES: 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5
DATE CREATED: 11/13/2014 10:02 AM
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77. What is the definition of a website?

- a. a collection of related webpages
- b. the location from which a webpage originates
- c. the source of a webpage
- d. an author of a webpage

ANSWER: a
POINTS: 1
REFERENCES: 21
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5
DATE CREATED: 11/13/2014 10:02 AM
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78. Which of the following is NOT one of the widely used browsers?

- a. Firefox
- b. Safari
- c. Windows Explorer
- d. Google Chrome

ANSWER: c
POINTS: 1
REFERENCES: 21
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6
DATE CREATED: 11/13/2014 10:02 AM
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79. Which of the following is a popular social networking site?

- a. Facebook
- b. Chrome
- c. Safari
- d. Internet Explorer

ANSWER: a
POINTS: 1
REFERENCES: 23
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6
DATE CREATED: 11/13/2014 10:02 AM
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80. Which of the following is NOT an example of malware?

- a. trojan horses
- b. zombies
- c. vaporware
- d. worms

ANSWER: c
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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81. Which of the following is the term for known specific patterns of viruses?

- a. virtual viruses
- b. virus traces

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- c. virus signatures d. virus items

ANSWER: c
POINTS: 1
REFERENCES: 25
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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82. Which of the following is NOT a strategy that supports green computing?

- a. using energy efficient hardware
- b. regulating manufacturing processes
- c. recycling
- d. creating web apps instead of desktop apps

ANSWER: d
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
DATE CREATED: 11/13/2014 10:02 AM
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83. What involves reducing the electricity consumed and environmental waste generated when using a computer?

- a. Green computing b. Universal computing
- c. Streamlined computing d. Comprehensive computing

ANSWER: a
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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84. Who is Microsoft's founder?

- a. Bill Gates b. Steve Jobs
- c. Steve Wozniak d. Larry Ellison

ANSWER: a
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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85. Who is Apple's cofounder?

- a. Bill Gates
- b. Steve Jobs
- c. Steve Ballmer
- d. Larry Ellison

ANSWER: b
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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86. Which of the following is NOT an operating system used by today's computers and mobile devices?

- a. Mac OS
- b. Windows
- c. DOS
- d. Android

ANSWER: c
POINTS: 1
REFERENCES: 27
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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87. What consist(s) of a series of related instructions that tells the computer what tasks to perform and how to perform them?

- a. GUIs
- b. Storage utilities
- c. Sharing communities
- d. Software

ANSWER: d
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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88. You interact with a program through which of the following, thereby controlling how you enter data and instructions

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and how information is displayed on the screen?

- a. operating system
- b. storage
- c. user interface
- d. icon

ANSWER: c
POINTS: 1
REFERENCES: 29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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89. Which of the following kinds of software is NOT usually included by an installed operating system?

- a. browser
- b. media player
- c. spreadsheet
- d. calculator

ANSWER: c
POINTS: 1
REFERENCES: 28
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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90. Which of the following is NOT a popular programming language?

- a. Java
- b. Visual C#
- c. C++
- d. Chrome

ANSWER: d
POINTS: 1
REFERENCES: 29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
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91. Which of the following is a specification that enables web content to be distributed to subscribers?

- a. VoIP
- b. GPS
- c. RSS
- d. FTP

ANSWER: c
POINTS: 1
REFERENCES: 31
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

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92. Which kind of device is hardware capable of transferring items from computers and devices to transmission media and vice versa?

- a. transfer device
- b. communications device
- c. integrated device
- d. embedded device

ANSWER: b

POINTS: 1

REFERENCES: 31

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

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93. Which of the following is a collection of computers and devices connected together, as shown in the accompanying figure, often wirelessly, via communications devices and transmission media?

- a. client base
- b. baseline
- c. network
- d. server farm

ANSWER: c

POINTS: 1

REFERENCES: 32

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: DC0131

LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

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94. Collections, such as that pictured in the accompanying figure, allow computers to share which of the following?

- a. resources
- b. systems
- c. links
- d. media

ANSWER: a

POINTS: 1

REFERENCES: 32

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: DC0131

LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

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95. What manages the resources on a network?

- a. client
- b. server
- c. Bluetooth
- d. modem

ANSWER: b

POINTS: 1

REFERENCES: 32

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.9 - 9

DATE CREATED: 11/13/2014 10:02 AM

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96. Which of the following is a category of users?

- a. telemetry users
- b. enterprise users
- c. tower users
- d. communications users

ANSWER: b

POINTS: 1

REFERENCES: 41

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

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97. Which of the following category of users works on a computer while away from a main office, home office, or school?

- a. SOHO
- b. power

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- c. mobile d. key

ANSWER: c
POINTS: 1
REFERENCES: 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
DATE CREATED: 11/13/2014 10:02 AM
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98. Which kind of user requires the capabilities of a powerful computer?

- a. SOHO b. power
c. mobile d. key

ANSWER: b
POINTS: 1
REFERENCES: 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
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99. Each employee or customer who uses a computer in a large business is which kind of user?

- a. multinational b. telematic
c. global d. enterprise

ANSWER: d
POINTS: 1
REFERENCES: 41
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
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COGNITIVE ASSESSMENT

100. Which of the following statements is true about a computer?

- a. Its electronic components process data using instructions.
- b. It creates data from information that it gathers using software that directs the processing in the computer.
- c. It converts data to information or converts information to data, depending on the status of the information processing cycle.
- d. It is an electronic device that processes data as specified by the computer user when the user enters instructions.

ANSWER: a

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POINTS: 1
REFERENCES: 4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
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101. You want to interact with a touch screen. Which of the following do you use?

- a. telemetry
- b. gestures
- c. apps
- d. servlets

ANSWER: b
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
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102. Which of the following gestures would you use if you want to activate a link on your new tablet?

- a. press and hold
- b. pinch
- c. tap
- d. stretch

ANSWER: c
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
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103. Which of the following gestures would you use if you want to run a new browser app on your new tablet?

- a. press and hold
- b. double-tap
- c. slide
- d. pinch

ANSWER: b
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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104. Which of the following gestures would you use if you want to get immediate access to allowable actions on your new tablet?

- a. swipe
- b. tap
- c. stretch
- d. press and hold

ANSWER: d
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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105. Which of the following gestures would you use if you want to activate a mode that enables you to move an item with one finger to a new location on your new tablet?

- a. slide
- b. double-tap
- c. press and hold
- d. swipe

ANSWER: c
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
DATE CREATED: 11/13/2014 10:02 AM
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106. Which of the following gestures would you use if you want to move an item around the screen on your new tablet?

- a. slide
- b. swipe
- c. stretch
- d. pinch

ANSWER: a
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

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107. Which of the following gestures would you use if you want to scroll on your new tablet?

- a. tap
- b. swipe
- c. press and hold
- d. pinch

ANSWER: b

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

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108. Which of the following gestures would you use if you want to zoom in on your new tablet to see more detail on a map, for example?

- a. tap
- b. press and hold
- c. pinch
- d. stretch

ANSWER: d

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

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109. Which of the following gestures would you use if you want to zoom out on your new tablet and see less detail on a map, for example?

- a. stretch
- b. slide
- c. pinch
- d. swipe

ANSWER: c

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

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110. Which of the following gestures would you use if you want to display a bar that contains commands on an edge of the screen of your new tablet?

- a. swipe
- b. stretch
- c. pinch
- d. press and hold

ANSWER: a
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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111. If a tablet has no keyboard, how do you type on it?

- a. You activate a wired keyboard.
- b. You use an on-screen keyboard.
- c. You use a server to communicate with the tablet.
- d. You use a keyboard application.

ANSWER: b
POINTS: 1
REFERENCES: 5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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112. How do you determine which type of computer — tablet, laptop, or desktop — is best?

- a. It depends on your network.
- b. It depends on your application status.
- c. It depends on your needs.
- d. It depends on your client.

ANSWER: c
POINTS: 1
REFERENCES: 6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
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113. Which of the following is not one of the reasons that a mobile device can be categorized as a computer?
- a. It operates under the control of instructions stored in its own memory.
 - b. It can accept output.
 - c. It can process data according to specified rules.
 - d. It can store information for future use.

ANSWER: b
POINTS: 1
REFERENCES: 7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
DATE CREATED: 11/13/2014 10:02 AM
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114. You want to bring your game console to another location. How heavy is a typical a game console?
- a. one-half pound
 - b. one pound
 - c. four pounds
 - d. 15 pounds

ANSWER: c
POINTS: 1
REFERENCES: 10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
DATE CREATED: 11/13/2014 10:02 AM
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115. Your smartphone allows you to take and store photos, and play and view your digital media. What is this overlap of technologies called?
- a. digibridge
 - b. digital assimilation
 - c. digital device convergence
 - d. digital device integration

ANSWER: c
POINTS: 1
REFERENCES: 10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
DATE CREATED: 11/13/2014 10:02 AM
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116. Which of the following is NOT a reason that consumers purchase separate stand-alone devices?

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- a. They want to be able to use both devices at the same time.
- b. They want protection if the combined device breaks.
- c. The stand-alone device has more features than the combined device offers.
- d. They are practitioners of online integration.

ANSWER: d
POINTS: 1
REFERENCES: 10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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117. Which of the following is a result of calculations on your semester grade report?

- a. course sections
- b. name
- c. term
- d. grade point average

ANSWER: d
POINTS: 1
REFERENCES: 12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3
DATE CREATED: 11/13/2014 10:02 AM
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118. Which of the following is an example of data on a grade report?

- a. total semester hours
- b. grade point average
- c. course names
- d. total credits

ANSWER: c
POINTS: 1
REFERENCES: 12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3
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119. If a computer adds together a list of numbers, what term identifies these numbers?

- a. Information
- b. Instructions
- c. Software
- d. Data

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ANSWER: d
POINTS: 1
REFERENCES: 12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.3 - 3
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120. If you are looking for a keyboard to project from a device to a flat surface, which of the following would you use?
a. virtual keyboard b. wireless keyboard
c. digital keyboard d. integrated keyboard

ANSWER: a
POINTS: 1
REFERENCES: 13
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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121. On which of the following pointing devices can you control the pointer by sliding your fingertip?
a. mouse b. digital tablet
c. touchpad d. online pad

ANSWER: c
POINTS: 1
REFERENCES: 13
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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122. Which of the following mouse operations would you use if you want to change the position of the pointer on the screen?
a. click b. right-click
c. double-click d. point

ANSWER: d
POINTS: 1
REFERENCES: 13

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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123. Which of the following mouse operations would you use if you want to deselect an item on the screen?

- a. click
- b. right-click
- c. double-click
- d. drag

ANSWER: a
POINTS: 1
REFERENCES: 13
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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124. Which of the following mouse operations would you use if you want to display a shortcut menu?

- a. right-drag
- b. right-click
- c. drag
- d. point

ANSWER: b
POINTS: 1
REFERENCES: 13
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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125. Which of the following mouse operations would you use if you want to start a program feature?

- a. drag
- b. point
- c. double-click
- d. click

ANSWER: c
POINTS: 1
REFERENCES: 13
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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126. Which of the following mouse operations would you use if you want to draw a picture?

- a. click
- b. point
- c. double-click
- d. drag

ANSWER: d

POINTS: 1

REFERENCES: 13

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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127. Which of the following works in a manner similar to a copy machine?

- a. scanner
- b. memory
- c. display
- d. solid-state drive

ANSWER: a

POINTS: 1

REFERENCES: 13

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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128. If your friend is playing a game on a computer, on what type of device would he see a big explosion within the game?

- a. Output
- b. Input
- c. Storage
- d. Communications

ANSWER: a

POINTS: 1

REFERENCES: 14

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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129. When a person buys something from an app store, the cost of the item is charged to a credit card whose number often is known by the app store. On what type of device is the credit card number kept by the app store?

- a. Communications
- b. Storage
- c. Memory
- d. Input

ANSWER: b
POINTS: 1
REFERENCES: 17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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130. Which of the following is NOT a suggestion for easing eyestrain while using a mobile device?

- a. Position the display about 90 degrees below eye level.
- b. Clean the screen regularly.
- c. Blink your eyes every five seconds.
- d. Take an eye break every 30 minutes.

ANSWER: a
POINTS: 1
REFERENCES: 16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
DATE CREATED: 11/13/2014 10:02 AM
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131. If a manufacturer is looking for memory that is very durable and shock resistant, which kind of technology might it use in its laptops?

- a. SSDs
- b. hard disks
- c. platters
- d. DVD drives

ANSWER: a
POINTS: 1
REFERENCES: 17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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132. If your cousin asks you what devices can be used to record and retrieve data, instructions, and/or information for future use on a computer, which of the following would you tell her?

- a. USB flash drives, SSDs, hard disks
- b. Hard disks, memory cards, memory
- c. Scanners, DVD drives, memory cards
- d. Memory, Blu-ray Disc drives, USB flash drives

ANSWER: a
POINTS: 1
REFERENCES: 17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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133. You do not want to store your data locally on your hard disk. You would rather store it using an Internet service. What is this kind of storage known as?

- a. distributed storage
- b. cloud storage
- c. integrated storage
- d. VoIP

ANSWER: b
POINTS: 1
REFERENCES: 17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4
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134. The Internet is a worldwide network. What is the World Wide Web?

- a. It is a global library of information available to anyone connected to the Internet.
- b. It is a feature that allows e-mail between computers connected to the Internet.
- c. It is the same as the Internet.
- d. It is an exclusive network of computers separate from the Internet that allows functions such as social sites, resource sharing, blogs, and research.

ANSWER: a
POINTS: 1
REFERENCES: 20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

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135. You want to place a video from the Internet to your desktop. What process do you use?

- a. Downloading
- b. VoIP
- c. Surfing
- d. Wireless accessing

ANSWER: a

POINTS: 1

REFERENCES: 21

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.5 - 5

DATE CREATED: 11/13/2014 10:02 AM

DATE MODIFIED: 2/5/2015 2:30 PM

136. What makes the posts on Twitter considered a blog?

- a. The integration of posts with multimedia
- b. Their social orientation
- c. The nature of following
- d. Their journal format

ANSWER: d

POINTS: 1

REFERENCES: 24

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

DATE CREATED: 11/13/2014 10:02 AM

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137. If you are looking for an online social network that allows you to share messages and interests with family and friends, which of the following is the best match for you?

- a. Facebook
- b. Twitter
- c. LinkedIn
- d. Digg

ANSWER: a

POINTS: 1

REFERENCES: 24

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

PREFACE NAME: CA

LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

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138. If you are looking for an online social network that allows you to include recommendations from people who know you professionally, which of the following is the best match for you?

- a. Facebook
- b. Twitter
- c. LinkedIn
- d. Digg

ANSWER: c
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6
DATE CREATED: 11/13/2014 10:02 AM
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139. If you are looking for an online social network that allows you to stay current with the daily activities of those you are following, which of the following is the best match for you?

- a. Facebook
- b. Twitter
- c. LinkedIn
- d. Digg

ANSWER: b
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6
DATE CREATED: 11/13/2014 10:02 AM
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140. With which of the following can users transfer items to and from other computer on the Internet?

- a. IM
- b. VoIP
- c. HTML
- d. FTP

ANSWER: d
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6
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141. Which of the following enables users to speak to other users over the Internet?

- a. FTP
- b. IM

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- c. VoIP d. HTTPS

ANSWER: c
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6
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142. With which of the following can you have a real-time typed conversation with another connected user?

- a. FTP b. VoIP
c. Messaging Services d. Email messages

ANSWER: c
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.6 - 6
DATE CREATED: 11/13/2014 10:02 AM
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143. A leading maker of security software has made a claim that its software blocked a given number of malware attacks. What number is closest to their claim?

- a. 100 million b. 5 million
c. 1 billion d. 5 billion

ANSWER: d
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
DATE CREATED: 11/13/2014 10:02 AM
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144. How often should you change your password?

- a. every other day b. every week
c. every three months d. never

ANSWER: c
POINTS: 1

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REFERENCES: 25
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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145. If you were required to give a speech identifying the risks of using computers and digital devices, which group of items would you include?

- a. Health risks, privacy risks, environmental risks
- b. Privacy risks, environmental risks, reliability risks, communication risks
- c. Impact on labor force risks, environmental risks, speed risks, information sharing risks
- d. Unreliability risks, mental health risks, behavioral risks, computer crime risks

ANSWER: a
POINTS: 1
REFERENCES: 24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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146. If someone feels distressed when deprived of computers and mobile devices, that person is said to suffer from what condition?

- a. Technological neurosis
- b. Technology overload
- c. Technology use syndrome
- d. Technological interference

ANSWER: b
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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147. Green computing involves reducing electricity consumed and environmental waste generated when using a computer. Which of the following is a valid strategy for supporting green computing?

- a. Buy battery-operated computers only
- b. Dispose of replaced computers by selling them on a website
- c. Buy a computer from a retailer who will dispose of your old computer properly

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d. Replace a computer as soon as a newer, more efficient model is available

ANSWER: c
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
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148. Word processing software, spreadsheet software, database software, and presentation software are examples of what category of computer software?

- a. System software
- b. Application software
- c. Hardware coordination software
- d. World Wide Web personal use and productivity software

ANSWER: b
POINTS: 1
REFERENCES: 26
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.8 - 8
DATE CREATED: 11/13/2014 10:02 AM
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149. Most computers and many mobile devices, such as smartphones and portable media players, can connect to which kind of network?

- a. Wi-Fi
- b. cellular radio
- c. Bluetooth
- d. all of the above

ANSWER: a
POINTS: 1
REFERENCES: 31
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: CA
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
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Completion

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150. Because technology changes, you must keep up with the changes to remain digitally _____.

ANSWER: literate

POINTS: 1

REFERENCES: 2

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

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151. A computer like the one in the accompanying figure weighs up to _____ pounds (depending on the configuration).

ANSWER: 7
seven

POINTS: 1

REFERENCES: 4

QUESTION TYPE: Completion

HAS VARIABLES: False

PREFACE NAME: DC0102

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

DATE CREATED: 11/13/2014 10:02 AM

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152. A(n) _____ is a motion you make on a touch screen with the tip of one or more fingers or your hand.

ANSWER: gesture

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Completion

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HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
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153. A(n) _____ device is a computing device small enough to hold in your hand.

ANSWER: mobile
POINTS: 1
REFERENCES: 7
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
DATE CREATED: 11/13/2014 10:02 AM
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154. A(n) _____ is an Internet-capable phone that usually also includes a calendar, an appointment book, an address book, a calculator, a notepad, games, and several other apps (programs).

ANSWER: smartphone
POINTS: 1
REFERENCES: 7
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
DATE CREATED: 11/13/2014 10:02 AM
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155. A(n) _____ is a mobile computing device designed for single-player or multiplayer video games.

ANSWER: game console
POINTS: 1
REFERENCES: 10
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.2 - 2
DATE CREATED: 11/13/2014 10:02 AM
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156. A(n) _____ is an input device that converts printed material into a form the computer can process.

ANSWER: scanner
POINTS: 1
REFERENCES: 14
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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157. Printed content sometimes is referred to as a(n) _____.

ANSWER: hard copy
printout

POINTS: 1

REFERENCES: 14

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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158. Storage devices like the _____ in the accompanying figure hold data, instructions, and information for future use.

ANSWER: hard disk drive
hard disk

POINTS: 1

REFERENCES: 17

QUESTION TYPE: Completion

HAS VARIABLES: False

PREFACE NAME: DC0119

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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159. A(n) _____ is a portable storage device that is small and lightweight enough to be transported on a keychain or in a pocket.

ANSWER: USB flash drive

POINTS: 1

REFERENCES: 18

QUESTION TYPE: Completion

HAS VARIABLES: False

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LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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160. A(n) _____ is a named collection of stored data, instructions, or information and can contain text, images, video, and audio.

ANSWER: file

POINTS: 1

REFERENCES: 18

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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161. A(n) _____ is a duplicate of content on a storage medium that you can use in case the original is lost, damaged, or destroyed.

ANSWER: backup

POINTS: 1

REFERENCES: 18

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.4 - 4

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162. A(n) _____ is software that finds websites, webpages, images, videos, news, maps, and other information related to a specific topic.

ANSWER: search engine

POINTS: 1

REFERENCES: 22

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.6 - 6

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163. A(n) _____, which is similar to a password, consists of several words separated by spaces.

ANSWER: passphrase

POINTS: 1

REFERENCES: 25

QUESTION TYPE: Completion

HAS VARIABLES: False

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LEARNING OBJECTIVES: VERR.DICO.15.7 - 7

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164. _____ software consists of the programs that control or maintain the operations of the computer and its devices.

ANSWER: System

POINTS: 1

REFERENCES: 26

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

DATE CREATED: 11/13/2014 10:02 AM

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165. One type of system software is a(n) _____ system, which is a set of programs that coordinates all the activities among computer hardware devices.

ANSWER: operating

POINTS: 1

REFERENCES: 27

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

DATE CREATED: 11/13/2014 10:02 AM

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166. _____ software consists of programs designed to make users more productive and/or assist them with personal tasks.

ANSWER: Application

POINTS: 1

REFERENCES: 27

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

DATE CREATED: 11/13/2014 10:02 AM

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167. When you instruct a computer or mobile device to run an application, the computer or mobile device _____ its software, which means the application is copied from storage to memory.

ANSWER: loads

POINTS: 1

REFERENCES: 28

QUESTION TYPE: Completion

HAS VARIABLES: False

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LEARNING OBJECTIVES: VERR.DICO.15.8 - 8

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168. Examples of _____ users are sales reps, real estate agents, insurance agents, meter readers, package delivery people, journalists, consultants, and students.

ANSWER: mobile

POINTS: 1

REFERENCES: 41

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

DATE CREATED: 11/13/2014 10:02 AM

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169. Examples of _____ users include engineers, scientists, architects, desktop publishers, and graphic artists.

ANSWER: power

POINTS: 1

REFERENCES: 41

QUESTION TYPE: Completion

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.10 - 11

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Matching

Identify the letter of the choice that best matches the phrase or definition.

- a. storage media
- b. solid-state drive
- c. program
- d. file
- e. browser
- f. digital literacy
- g. desktop
- h. smartphone
- i. output device
- j. input device
- k. server
- l. mobile device
- m. computer
- n. tablet

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- o. laptop
- p. search engine
- q. online social network
- r. World Wide Web
- s. memory card
- t. Internet

REFERENCES: 12
14
15
16
17
18
2
20
21
25
4
6
7

QUESTION TYPE: Matching

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
VERR.DICO.15.2 - 2
VERR.DICO.15.4 - 4
VERR.DICO.15.5 - 5
VERR.DICO.15.6 - 6
VERR.DICO.15.8 - 8

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170. Having a current knowledge and understanding of computers and related technologies

ANSWER: f

POINTS: 1

171. Thin, lightweight mobile computer with a screen in its lid and a keyboard in its base

ANSWER: o

POINTS: 1

172. A thin, lightweight mobile computer with a touch screen

ANSWER: n

POINTS: 1

173. An electronic device, operating under the control of instructions stored in its own memory, that can accept data, process the data according to specified rules, produce information, and store the information for future use

ANSWER: m

POINTS: 1

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174. A personal computer designed to be in a stationary location

ANSWER: g

POINTS: 1

175. A computer dedicated to providing one or more services to other computers or devices on a network

ANSWER: k

POINTS: 1

176. A computing device small enough to hold in your hand

ANSWER: l

POINTS: 1

177. An internet-capable phone that usually also includes a calendar, an appointment book, an address book, a calculator, notepad, games, and several other apps

ANSWER: h

POINTS: 1

178. Any hardware component that allows you to enter data and instructions into a computer or mobile device

ANSWER: j

POINTS: 1

179. Any hardware component that conveys information from a computer or mobile device to one or more people

ANSWER: i

POINTS: 1

180. Where a computer keeps data, instructions, and information

ANSWER: a

POINTS: 1

181. Removable flash memory

ANSWER: s

POINTS: 1

182. A worldwide collection of computer networks that connects millions of businesses, government agencies, educational institutions, and individuals

ANSWER: t

POINTS: 1

183. One of the more widely used Internet services

ANSWER: r

POINTS: 1

184. A storage device that typically uses flash memory to store data, instructions, and information

ANSWER: b

POINTS: 1

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185. A named collection of stored data, instructions, or information

ANSWER: d

POINTS: 1

186. A website that encourages members to share their interests, ideas, stories, photos, music, and videos with other users

ANSWER: q

POINTS: 1

187. A series of related instructions, organized for a common purpose, that tells the computer what tasks to perform and how to perform them

ANSWER: c

POINTS: 1

188. Software that finds websites, webpages, images, videos, news, maps, and other information related to a specific topic

ANSWER: p

POINTS: 1

189. Software that enables users with an Internet connection to access and view webpages on a computer or mobile device

ANSWER: e

POINTS: 1

Subjective Short Answer

190. You want to display a shortcut menu in order to quickly show you all of the possible actions at a particular moment in your use of the tablet. Which of the following gestures does the tutorial tell you to use?

a. tap	c. press and hold
b. pinch	d. swipe

ANSWER: C

POINTS: 1

REFERENCES: 5

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

LEARNING OBJECTIVES: VERR.DICO.15.1 - 1

TOPICS: Critical Thinking

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191. You are looking for a bar that displays commands on an edge of the tablet's screen. You have seen this before so you know it can be done. According to the tutorial, what gesture should you use?

a. swipe	c. double-tap
b. stretch	d. pinch

ANSWER: A

POINTS: 1

REFERENCES: 5

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QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.1 - 1
TOPICS: Critical Thinking
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192. Which of the following types of users is the most likely to use computer-aided design software?

a. small office/home office	c. mobile
b. home	d. power

ANSWER: D
POINTS: 1
REFERENCES: 41
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
TOPICS: Critical Thinking
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193. Which of the following types of users is the most likely to use accounting software?

a. power	c. enterprise
b. mobile	d. home

ANSWER: C
POINTS: 1
REFERENCES: 41
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.10 - 11
TOPICS: Critical Thinking
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Essay

194. Explain what the World Wide Web is, including several tasks that can be accomplished online. Include definitions of the following terms in your response: webpage, downloading, website, and web server.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

The World Wide Web (or web, for short) is a global library of information available to anyone connected to the Internet. People around the world access the web to accomplish a variety of online tasks, including:

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- Search for information
- Conduct research
- Communicate with and meet other people
- Share information, photos, and videos with others
- Access news, weather, and sports
- Participate in online training
- Shop for goods and services
- Play games with others
- Download or listen to music
- Watch videos
- Download or read books
- Make reservations

The web consists of a worldwide collection of electronic documents. Each electronic document on the web is called a webpage, which can contain text, graphics, audio, and video.

Webpages often contain links. A link, short for hyperlink, is a built-in connection to other documents, graphics, audio files, videos, webpages, or websites. To activate an item associated with a link, you tap or click the link. A text link often changes color after you tap or click it to remind you visually that you previously have visited the webpage or downloaded the content associated with the link.

Links allow you to obtain information in a nonlinear way. That is, instead of accessing topics in a specified order, you move directly to a topic of interest. Some people use the phrase surfing the web to refer to the activity of using links to explore the web.

A website is a collection of related webpages, which are stored on a web server. A web server is a computer that delivers requested webpages to your computer or mobile device.

<i>POINTS:</i>	1
<i>REFERENCES:</i>	20-21
<i>QUESTION TYPE:</i>	Essay
<i>HAS VARIABLES:</i>	False
<i>LEARNING OBJECTIVES:</i>	VERR.DICO.15.5 - 5
<i>TOPICS:</i>	Critical Thinking
<i>DATE CREATED:</i>	11/13/2014 10:02 AM
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195. List at least five different practices to adopt in order to protect your computer from viruses and other malware.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

Although it is impossible to ensure a virus or malware never will attack a computer, you can take steps to protect your computer by following these practices:

- Use virus protection software. Install a reputable antivirus program and then scan the entire computer to be certain it is free of viruses and other malware. Update the antivirus program and the virus signatures (known specific patterns of viruses) regularly.
- Use a firewall. Set up a hardware firewall or install a software firewall that protects your network's resources from outside intrusions.

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- Be suspicious of all unsolicited email attachments. Never open an email attachment unless you are expecting it and it is from a trusted source. When in doubt, ask the sender to confirm the attachment is legitimate before you open it. Delete or quarantine flagged attachments immediately.
- Disconnect your computer from the Internet. If you do not need Internet access, disconnect the computer from the Internet. Some security experts recommend disconnecting from the computer network before opening email attachments.
- Download software with caution. Download programs or apps only from websites you trust, especially those with music and movie sharing software.
- Close spyware windows. If you suspect a pop-up window (rectangular area that suddenly appears on your screen) may be spyware, close the window. Never click an Agree or OK button in a suspicious window.
- Before using any removable media, scan it for malware. Follow this procedure even for shrink-wrapped software from major developers. Some commercial software has been infected and distributed to unsuspecting users. Never start a computer with removable media inserted in the computer unless you are certain the media are uninfected.
- Keep current. Install the latest updates for your computer software. Stay informed about new virus alerts and virus hoaxes.
- Back up regularly. In the event your computer becomes unusable due to a virus attack or other malware, you will be able to restore operations if you have a clean (uninfected) backup.

<i>POINTS:</i>	1
<i>REFERENCES:</i>	25
<i>QUESTION TYPE:</i>	Essay
<i>HAS VARIABLES:</i>	False
<i>LEARNING OBJECTIVES:</i>	VERR.DICO.15.7 - 7
<i>TOPICS:</i>	Critical Thinking
<i>DATE CREATED:</i>	11/13/2014 10:02 AM
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196. List at least four guidelines for creating strong passwords.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

A good password is easy for you to remember but difficult for criminals and password-breaking software to guess. Use these guidelines to create effective, strong passwords:

- Personal information: Avoid using any part of your first or last name, your family members' names, phone number, street address, license plate number, Social Security number, or birth date.
- Length: Use at least eight characters.
- Difficulty: Use a variety of uppercase and lowercase letters, numbers, punctuation, and

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symbols. Select characters located on different parts of the keyboard, not the ones you commonly use or that are adjacent to each other. Criminals use software that converts common words to symbols, so changing the word, two, to the numeral, 2, or the word, and, to the ampersand symbol, &, is not likely to foil a thief.

- **Modify:** Change the password frequently, at least every three months.
- **Variation:** Do not use the same password for all accounts. Once criminals have stolen a password, they attempt to use that password for other accounts they find on your computer or mobile device, especially banking websites.
- **Passphrase:** A passphrase, which is similar to a password, consists of several words separated by spaces. Security experts recommend misspelling a few of the words and adding several numerals. For example, the phrase, "Create a strong password," could become the passphrase, "Creaet a strang pasword42."
- **Common sequences:** Avoid numbers or letters in easily recognized patterns, such as "asdfjkl;," "12345678," "09870987," or "abcdefg." Also, do not spell words backwards or use common abbreviations.
- **Manage:** Do not keep your passwords in your wallet, on a sheet of paper near your computer, or in a text file on your computer or mobile device. Memorize all of your passwords, or store them securely using a password management app on your computer or mobile device.
- **Test:** Use online tools to evaluate password strength.

POINTS: 1
REFERENCES: 25
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.7 - 7
TOPICS: Critical Thinking
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197. List the steps to locate, install, and then run a program or mobile app.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

The following steps describe how to locate, install, and run an app on a mobile device:

- Locate the program or mobile app to install. Programs are available from retail stores, websites, and from other online services such as Apple's App Store or Google Play. Mobile apps are available from your device's app store.

Download and/or Install the Program or Mobile App

- If you are installing a program on your computer from physical media such as a CD or DVD, insert the media in your computer. If the installation process does not start automatically, locate the installation program on the media and then double-tap or double-click the installation

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program.

- If the program or mobile app is available from a website or online store, download the application to your computer or mobile device. Once the download is complete, if the installation process does not start automatically, locate and then double-tap or double-click the downloaded file to begin the installation.

Run the Program or Mobile App

You have various options for running a program or mobile app:

- If you are using a computer, tap or click the program's tile or double-tap or double-click the program's icon in the desktop.
- Display a list of all programs and apps on your computer or mobile device and then tap or click the icon representing the program to run (some computers may require you to double-tap or double-click the icon).
- Use the search feature in the operating system to locate the newly installed program or app and then tap or click the search result to run the program or app.

<i>POINTS:</i>	1
<i>REFERENCES:</i>	29
<i>QUESTION TYPE:</i>	Essay
<i>HAS VARIABLES:</i>	False
<i>LEARNING OBJECTIVES:</i>	VERR.DICO.15.8 - 8
<i>TOPICS:</i>	Critical Thinking
<i>DATE CREATED:</i>	11/13/2014 10:02 AM
<i>DATE MODIFIED:</i>	2/5/2015 2:47 PM

198. List and describe the three main examples of wireless communications technologies described in the chapter.

ANSWER:

Student descriptions will vary but they should touch on the three technologies listed below:

- Wi-Fi uses radio signals to provide high-speed Internet and network connections to computers and devices capable of communicating via Wi-Fi. Most computers and many mobile devices, such as smartphones and portable media players, can connect to a Wi-Fi network.
- Bluetooth uses short-range radio signals to enable Bluetooth-enabled computers and devices to communicate with each other. For example, Bluetooth headsets allow you to connect a Bluetooth-enabled phone to a headset wirelessly.
- Cellular radio uses the cellular network to enable high-speed Internet connections to devices with built-in compatible technology, such as smartphones. Cellular network providers use the categories 3G, 4G, and 5G to denote cellular transmission speeds, with 5G being the fastest.

<i>POINTS:</i>	1
<i>REFERENCES:</i>	32-33
<i>QUESTION TYPE:</i>	Essay
<i>HAS VARIABLES:</i>	False
<i>LEARNING OBJECTIVES:</i>	VERR.DICO.15.9 - 9
<i>TOPICS:</i>	Critical Thinking

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199. Explain in detail what it means to synchronize computers and mobile devices. Include at least two strategies for keeping your files in sync in your answer.

ANSWER: Student responses will vary, but should be drawn from the following information from the text.

If you use multiple computers and mobile devices throughout the day, keeping track of common files may be difficult. For example, each morning, you may begin the day by checking your appointment calendar on your computer. That same calendar appears on your smartphone, so that you can view your schedule throughout the day. You may, however, add, change, or delete appointments using the smartphone, so when you return home you will need to update the calendar on your computer to reflect these edits. When you synchronize, or sync, computers and mobile devices, you match the files in two or more locations with each other, as shown in the figure below. Along with appointments, other commonly synced files from a smartphone are photos, email messages, music, apps, contacts, calendars, and ringtones.

Syncing can be a one-way or a two-way process. With a one-way sync, also called mirroring, you add, change, or delete files in a destination location, called the target, without altering the same files in the original location, called the source. For example, you may have a large collection of music stored on your computer at home (the source), and you often copy some of these songs to your mobile device (the target). If you add or delete songs from your computer, you also will want to add or change these songs on your mobile device. If, however, you add or change the songs on your mobile device, you would not want to make these changes on your computer.

In two-way sync, any change made in one location also is made in any other sync location. For example, you and your friends may be working together to create one document reflecting your combined ideas. This document could be stored on a network or on cloud storage on the Internet. Your collaboration efforts should reflect the latest edits each person has made to the file.

You can use wired or wireless methods to sync. In a wired setup, cables connect one device to another, which allows for reliable data transfer. While wireless syncing offers convenience and automation, possible issues include battery drain and low signal strength when the devices are not close to each other.

Strategies for keeping your files in sync include the following:

- Use a cable and software. Syncing photos from a camera or a smartphone to a computer frees up memory on the mobile device and creates a backup of these files. You easily can transfer photos using a data sync cable and synchronization software. Be certain not to disconnect the mobile device from the computer until the sync is complete. You also can copy your photos and documents from the computer to a smartphone, an external hard disk, a USB flash drive, or some other portable storage device.
- Use cloud storage. Cloud storage can provide a convenient method of syncing files stored on multiple computers and accessing them from most devices with Internet access. Several cloud storage providers offer a small amount of storage space at no cost and additional storage for a nominal fee per month or per year. Each provider has specific features, but most

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allow users to share files with other users, preview file contents, set passwords, and control who has permission to edit the files.

- Use web apps. By using web apps for email, contacts, and calendars, your information is stored online, so that it is accessible anywhere you have an Internet connection, and can sync with multiple devices.

POINTS: 1
REFERENCES: 34
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: VERR.DICO.15.9 - 9
TOPICS: Critical Thinking
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