***Exploring Microsoft Office 365, Introductory 2021* (Poatsy)**

**Microsoft 365 Common Features**

1) Which of the following Microsoft Office applications is used to produce documents, including memos, newsletters, forms, brochures?

A) Access

B) Excel

C) Word

D) PowerPoint

Answer: C

Diff: 1

Objective: CF1.01 Work with Files

2) Which of the following Microsoft Office applications is used to create dynamic presentations to inform and persuade audiences?

A) Access

B) Word

C) PowerPoint

D) Excel

Answer: C

Diff: 1

Objective: CF1.01 Work with Files

3) Which of the following Microsoft Office applications is a database software application that is used to record and link data, query databases, and create forms and reports?

A) Access

B) Word

C) PowerPoint

D) Excel

Answer: A

Diff: 2

Objective: CF1.01 Work with Files

4) When using Microsoft Office, the AutoSave location for saving files is \_\_\_\_\_\_\_\_.

A) Drobox

B) Google Drive

C) OneDrive

D) iCloud

Answer: C

Diff: 3

Objective: CF1.01 Work with Files

5) The \_\_\_\_\_\_\_\_ contains the current file name and the application in which you are working.

A) title bar

B) status bar

C) Quick Access Toolbar

D) ribbon

Answer: A

Diff: 2

Objective: CF1.02 Use Common Interface Components

6) The \_\_\_\_\_\_\_\_ is the command center of the Office application containing tabs, groups, and commands.

A) title bar

B) mini toolbar

C) ribbon

D) status bar

Answer: C

Diff: 2

Objective: CF1.02 Use Common Interface Components

7) The \_\_\_\_\_\_\_\_ provides a customizable option for commonly executed tasks such as save or undo.

A) Quick Access Toolbar

B) ribbon

C) title bar

D) tab

Answer: A

Diff: 1

Objective: CF1.02 Use Common Interface Components

8) A(n) \_\_\_\_\_\_\_\_ contains groups of commands related to the selected object.

A) ribbon

B) contextual tab

C) status bar

D) title bar

Answer: B

Diff: 2

Objective: CF1.02 Use Common Interface Components

9) A(n) \_\_\_\_\_\_\_\_ is used to organize similar tasks together on a tab.

A) group

B) contextual tab

C) title bar

D) command

Answer: A

Diff: 2

Objective: CF1.02 Use Common Interface Components

10) Clicking a Dialog Box \_\_\_\_\_\_\_\_ button on the ribbon opens a corresponding dialog box.

A) Group

B) Header

C) Tab

D) Launcher

Answer: D

Diff: 3

Objective: CF1.02 Use Common Interface Components

11) Depending on the application, a(n) \_\_\_\_\_\_\_\_ is an area that provides additional text styles, choices of chart styles, or transitions.

A) command

B) gallery

C) tab

D) template

Answer: B

Diff: 2

Objective: CF1.02 Use Common Interface Components

12) Microsoft Office's \_\_\_\_\_\_\_\_ box enables you to find help and information about a command or task.

A) Help

B) Dialog

C) ScreenTip

D) Search

Answer: D

Diff: 2

Objective: CF1.02 Use Common Interface Components

13) Which of the following is a context-sensitive menu that displays commands and options relevant to an active object?

A) Live Preview

B) Shortcut menu

C) Dialog box

D) Gallery

Answer: B

Diff: 2

Objective: CF1.02 Use Common Interface Components

14) A(n) \_\_\_\_\_\_\_\_ is a small message box that displays when the pointer is hovered over a command button.

A) Live Preview

B) shortcut menu

C) gallery

D) ScreenTip

Answer: D

Diff: 2

Objective: CF1.02 Use Common Interface Components

15) A(n) \_\_\_\_\_\_\_\_ is used to copy all applied formatting from one set of text to another.

A) ScreenTip

B) keyboard shortcuts

C) Format Painter

D) Live Preview

Answer: C

Diff: 2

Objective: CF1.02 Use Common Interface Components

16) Which of the following is a collection of design elements that includes colors, fonts, and special effects used to give a consistent look to your work?

A) Template

B) Theme

C) Format Painter

D) Gallery

Answer: B

Diff: 2

Objective: CF1.03 Use Templates and Apply Themes

17) A(n) \_\_\_\_\_\_\_\_ is a predesigned file that incorporates formatting elements and may include content that can be modified.

A) template

B) theme

C) command

D) gallery

Answer: A

Diff: 2

Objective: CF1.03 Use Templates and Apply Themes

18) Some formatting, such as Bold and Italic, that can be turned on and off are called \_\_\_\_\_\_\_\_.

A) toggle commands

B) templates

C) themes

D) groups

Answer: A

Diff: 3

Objective: CF1.04 Modify, Relocate, and Review Text

19) The \_\_\_\_\_\_\_\_ gives you access to the most common formatting selections, such as adding bold or italic, or changing font type or color.

A) ScreenTip

B) Format Painter

C) Dialog Box Launcher

D) Mini Toolbar

Answer: D

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

20) The \_\_\_\_\_\_\_\_ is an area of memory reserved to temporarily hold selections that have been cut or copied.

A) gallery

B) Clipboard

C) contextual tab

D) ribbon

Answer: B

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

21) To \_\_\_\_\_\_\_\_ means to remove a selection from the original location and place it in the Clipboard.

A) select

B) paste

C) copy

D) cut

Answer: D

Diff: 1

Objective: CF1.04 Modify, Relocate, and Review Text

22) Misspellings are identified with a \_\_\_\_\_\_\_\_ wavy underline.

A) red

B) yellow

C) green

D) blue

Answer: A

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

23) When resizing a picture, to maintain the proportions, you must use which sizing handles?

A) Center

B) Rotation

C) Corner

D) Top

Answer: C

Diff: 3

Objective: CF1.05 Work with Pictures

24) In which of the following Microsoft applications can you *not* insert pictures?

A) Word

B) PowerPoint

C) Excel

D) Access

Answer: D

Diff: 2

Objective: CF1.05 Work with Pictures

25) The \_\_\_\_\_\_\_\_ is located at the bottom of the screen and displays information relevant to the application and file.

A) title bar

B) contextual tab

C) status bar

D) Quick Access Toolbar

Answer: C

Diff: 2

Objective: CF1.06 Change File Views

26) A(n) \_\_\_\_\_\_\_\_ is the area of blank space that displays around the edge of a document.

A) margin

B) header

C) footer

D) border

Answer: A

Diff: 1

Objective: CF1.07 Change the Page Layout

27) A(n) \_\_\_\_\_\_\_\_ is a section in the top margin of a file.

A) footer

B) header

C) endnote

D) footnote

Answer: B

Diff: 1

Objective: CF1.07 Change the Page Layout

28) A(n) \_\_\_\_\_\_\_\_ is a section in the bottom margin of a file.

A) header

B) endnote

C) footnote

D) footer

Answer: D

Diff: 1

Objective: CF1.07 Change the Page Layout

29) Which of the following is a data element that is added as a document property?

A) Picture

B) Tag

C) Footer

D) Header

Answer: B

Diff: 2

Objective: CF1.08 Configure File Properties and Print a File

30) File properties can be found on which page on the File tab?

A) Info

B) Print

C) Save

D) Share

Answer: A

Diff: 3

Objective: CF1.08 Configure File Properties and Print a File

31) You can use Excelto organize records, financial transactions, and business information in the form of worksheets.

Answer: TRUE

Diff: 1

Objective: CF1.01 Work with Files

32) The ribbon identifies the current file name and the application in which you are working.

Answer: FALSE

Diff: 2

Objective: CF1.02 Use Common Interface Components

33) A contextual tab is a button or icon within a group that you click to perform a task.

Answer: FALSE

Diff: 2

Objective: CF1.02 Use Common Interface Components

34) The Quick Access Toolbar provides one-click access to commonly executed tasks such as saving a file or undoing recent actions.

Answer: TRUE

Diff: 2

Objective: CF1.02 Use Common Interface Components

35) You can customize the ribbon.

Answer: TRUE

Diff: 1

Objective: CF1.02 Use Common Interface Components

36) Microsoft Office's dialog box enables you to search for help and information about a command or task.

Answer: FALSE

Diff: 2

Objective: CF1.02 Use Common Interface Components

37) A templateis a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to your work.

Answer: FALSE

Diff: 2

Objective: CF1.03 Use Templates and Apply Themes

38) A themeis a predesigned file that incorporates formatting elements, such as layouts and may include content that can be modified.

Answer: FALSE

Diff: 2

Objective: CF1.03 Use Templates and Apply Themes

39) Bold and Italic are examples of toggle commands.

Answer: TRUE

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

40) The Mini Toolbar provides access to the most common formatting selections.

Answer: TRUE

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

41) The Clipboard is an area of memory that is used to temporarily hold selections that you have cut or copied, and it allows you to paste the selections.

Answer: TRUE

Diff: 1

Objective: CF1.04 Modify, Relocate, and Review Text

42) When you paste a selection, it is removed from its original location and placed it in the Clipboard.

Answer: FALSE

Diff: 1

Objective: CF1.04 Modify, Relocate, and Review Text

43) Word checks your spelling and grammar as you type.

Answer: TRUE

Diff: 1

Objective: CF1.04 Modify, Relocate, and Review Text

44) Excel does *not* include a spelling checker.

Answer: FALSE

Diff: 3

Objective: CF1.04 Modify, Relocate, and Review Text

45) A picture is considered an object, and is handled basically the same when inserting or resizing.

Answer: TRUE

Diff: 2

Objective: CF1.05 Work with Pictures

46) When you crop a picture, the portions that were cropped out are deleted and cannot be recovered.

Answer: FALSE

Diff: 2

Objective: CF1.05 Work with Pictures

47) The title bar contains information relevant to the open application as well as some commands.

Answer: FALSE

Diff: 2

Objective: CF1.06 Change File Views

48) You can use the Zoom slider to increase or decrease the size of the document onscreen.

Answer: TRUE

Diff: 1

Objective: CF1.06 Change File Views

49) A header is a section in the bottom margin of a file.

Answer: FALSE

Diff: 1

Objective: CF1.07 Change the Page Layout

50) A tag is a data element or metadata that is added as a document property.

Answer: TRUE

Diff: 1

Objective: CF1.08 Configure File Properties and Print a File

51) Microsoft Office \_\_\_\_\_\_\_\_ is an application that is used to store quantitative data and to perform accurate and rapid calculations.

Answer: Excel

Diff: 1

Objective: CF1.01 Work with Files

52) A file can be automatically saved in \_\_\_\_\_\_\_\_ if AutoSave is turned on.

Answer: OneDrive

Diff: 2

Objective: CF1.01 Work with Files

53) The \_\_\_\_\_\_\_\_ provides fast access to commonly executed tasks such as saving a file and undoing recent actions.

Answer: Quick Access Toolbar, QAT

Diff: 2

Objective: CF1.02 Use Common Interface Components

54) A(n) \_\_\_\_\_\_\_\_ is a button or icon within a group that you click to perform a task.

Answer: command

Diff: 2

Objective: CF1.02 Use Common Interface Components

55) A(n) \_\_\_\_\_\_\_\_ is a context-sensitive menu that displays commands and options relevant to the active object.

Answer: shortcut menu

Diff: 2

Objective: CF1.02 Use Common Interface Components

56) A(n) \_\_\_\_\_\_\_\_ displays more precise or less frequently used commands.

Answer: dialog box

Diff: 2

Objective: CF1.02 Use Common Interface Components

57) You can use the \_\_\_\_\_\_\_\_ to quickly and easily copy all formatting from one area to another.

Answer: Format Painter

Diff: 2

Objective: CF1.02 Use Common Interface Components

58) A(n) \_\_\_\_\_\_\_\_ is a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to your work.

Answer: theme

Diff: 2

Objective: CF1.03 Use Templates and Apply Themes

59) A(n) \_\_\_\_\_\_\_\_is a predesigned file that integrates formatting elements and layouts and may include content that can be modified.

Answer: template

Diff: 2

Objective: CF1.03 Use Templates and Apply Themes

60) Some formatting commands that can be turned on or off are called \_\_\_\_\_\_\_\_.

Answer: toggle commands

Diff: 3

Objective: CF1.04 Modify, Relocate, and Review Text

61) The \_\_\_\_\_\_\_\_ gives you access to the most common formatting selections, such as adding bold or italic, or changing font type or color.

Answer: Mini Toolbar

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

62) The \_\_\_\_\_\_\_\_ is an area of memory that temporarily holds selections that you have cut or copied.

Answer: Clipboard

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

63) When you \_\_\_\_\_\_\_\_ a selection, the selection is duplicated from the original location and placed in the Clipboard.

Answer: copy

Diff: 1

Objective: CF1.04 Modify, Relocate, and Review Text

64) When you \_\_\_\_\_\_\_\_ a selection, the selection in the Clipboard is placed into another location at the insertion point.

Answer: paste

Diff: 1

Objective: CF1.04 Modify, Relocate, and Review Text

65) A(n) \_\_\_\_\_\_\_\_ or digital photo can also be considered an object.

Answer: picture

Diff: 1

Objective: CF1.05 Work with Pictures

66) The \_\_\_\_\_\_\_\_ is used to increase or decrease the size of the document onscreen.

Answer: Zoom slider

Diff: 1

Objective: CF1.06 Change File Views

67) A(n) \_\_\_\_\_\_\_\_ is a section in the top margin of a file.

Answer: header

Diff: 1

Objective: CF1.07 Change the Page Layout

68) A(n) \_\_\_\_\_\_\_\_ is a data element or metadata that is added as a document property.

Answer: tag

Diff: 2

Objective: CF1.08 Configure File Properties and Print a File

69) Match each of the following terms to their meanings:

I. File tab

II. Title bar

III. Quick Access Toolbar

IV. Ribbon

V. Status bar

A. Enables you to execute common tasks such as check spelling or print

B. Used to manage your files and access data about them

C. Command center containing tabs, groups, and commands

D. Located at the bottom of the program window that displays information

E. Identifies the current file name and application you are working in

Answer: B, E, A, C, D

Diff: 3

Objective: Multiple Objectives

70) Match each of the following terms to their meanings:

I. Shortcut menu

II. Live Preview

III. ScreenTip

IV. Keyboard shortcut

V. Mini Toolbar

A. Small message box that displays when you place the pointer over a command

B. Provides access to the most common formatting selections, styles, and list options

C. Context-sensitive display of commands and options relevant to the active object

D. Created by pressing combinations of two or more keys to initiate a command

E. Displays a preview of the results of a format selection

Answer: C, E, A, D, B

Diff: 3

Objective: Multiple Objectives

71) Match each of the following terms to their meanings:

I. Template

II. Theme

III. Gallery

IV. Format Painter

V. Picture

A. Displays additional formatting and design choices

B. A digital photo or object that can be inserted or resized

C. Predesigned file that incorporates formatting elements

D. Used to copy all applied formatting from one set of text to another

E. Collection of design choices used to give a consistent look to your work

Answer: C, E, A, D, B

Diff: 3

Objective: Multiple Objectives

72) Match each of the following terms to their meanings:

I. Tab

II. Group

III. Command

IV. Dialog box

V. Contextual tab

A. A button or icon that you select to perform a task

B. Contains groups of commands related to the selected object

C. Main organizational grouping on the ribbon

D. Access to more precise or less frequently used commands

E. Subset that organizes similar commands together

Answer: C, E, A, D, B

Diff: 2

Objective: CF1.02 Use Common Interface Components

73) Match each of the following terms to their meanings:

I. Header

II. Footer

III. Margin

IV. Page orientation

V. Tag

A. Section in the top margin of a file

B. Data element or metadata that is added as a document property

C. Area of blank space that displays around a document or worksheet

D. Determines the layout of a page

E. Section in the bottom margin of a file

Answer: A, E, C, D, B

Diff: 3

Objective: Multiple Objectives

74) Match each of the following terms to their meanings:

I. Cut

II. Copy

III. Paste

IV. Clipboard

V. Toggle command

A. Duplicates a selection from the original location and places it in the Clipboard

B. Removes a selection from the original location and places it in the Clipboard

C. Command that can be turned on or off

D. Area of memory reserved to temporarily hold selections

E. Places a selection from the Clipboard into another location

Answer: B, A, E, D, C

Diff: 2

Objective: CF1.04 Modify, Relocate, and Review Text

75) Match each of the following Office products to their software types:

I. Access

II. Excel

III. PowerPoint

IV. Word

V. Microsoft 365

A. Word processing application

B. Financial spreadsheet program

C. Database program

D. Presentation software

E. Set of software applications

Answer: C, B, D, A, E

Diff: 1

Objective: CF1.01 Work with Files