

## Getting Started with Office 2010

1. (1.0 point)

The \_\_\_\_ button hides a window so that only its program button is visible on the taskbar.

- a. Restore down
- b. Minimize
- c. Close
- d. Exit

2. (1.0 point)

In PowerPoint, the zoom percentage can range from \_\_\_\_ to \_\_\_\_.

- a. 10, 400
- b. 10, 500
- c. 2, 200
- d. 4, 400

3. (1.0 point)

You find the Clipboard group on the \_\_\_\_ tab of the Ribbon.

- a. File
- b. Home
- c. Review
- d. Edit

4. (1.0 point)

The buttons and groups on the Ribbon change based on \_\_\_\_.

- a. your monitor size
- b. your screen resolution
- c. the size of the program window
- d. all of the above

5. (1.0 point)

Pointing to a button on the Ribbon \_\_\_\_.

- a. is the same as clicking it
- b. is the same as right-clicking it
- c. displays a ScreenTip
- d. none of the above

6. (1.0 point)

A(n) \_\_\_\_ is a key or combination of keys you press to access a feature or perform a command.

- a. keyboard pairing
- b. alt key
- c. keyboard shortcut
- d. HotKey

7. (1.0 point)

Live Preview shows you \_\_\_\_.

- a. a visual representation of the options available for a button
- b. the results that would occur in your file if you clicked a gallery option
- c. how your file will look when printed or published to the Web
- d. the Windows Live features currently available for download to your open program(s)

8. (1.0 point)

The Page Setup \_\_\_\_ in Word contains options to change how a document looks.

- a. Wizard
- b. dialog box
- c. Ribbon tab
- d. task pane

9. (1.0 point)

A shortcut menu appears when you \_\_\_\_.

- a. triple-click the mouse
- b. click the right mouse button
- c. hover the mouse over an object
- d. raise the mouse off of its work surface

10. (1.0 point)

When you perform the necessary action to open a shortcut menu, \_\_\_\_ also appears.

- a. the Start menu
- b. the Mini toolbar
- c. the desktop
- d. Backstage view

11. (1.0 point)

All of the four most common tasks you perform in any Office program can be done from \_\_\_\_.

- a. the Home tab
- b. the Mini toolbar
- c. Backstage view
- d. a shortcut menu

12. (1.0 point)

All of the following are illegal to use in filenames EXCEPT \_\_\_\_\_.

- a. :
- b. -
- c. ?
- d. >

13. (1.0 point)

The default storage location for Office files is the \_\_\_\_.

- a. Documents folder
- b. root drive
- c. Flash bin
- d. RAM or SDRAM

14. (1.0 point)

A filename ending in ".docx" signifies a(n) \_\_\_\_ file.

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

15. (1.0 point)

Windows Live \_\_\_\_ is an online workspace provided by Microsoft.

- a. Bing Docs
- b. SkyDrive
- c. Hotmail
- d. Outlook Online

16. (1.0 point)

You can find Help topics by using \_\_\_\_.

- a. the search function
- b. a topic list
- c. Ask.com
- d. both a and b

17. (1.0 point)

Microsoft Word is a computer program you use to create files known as documents.

- a. True
- b. False

18. (1.0 point)

When you start PowerPoint, a new, blank workbook opens.

- a. True
- b. False

19. (1.0 point)

When you have two or more programs running, you can click the program buttons on the taskbar to switch from one program to another.

- a. True
- b. False

20. (1.0 point)

The Ribbon in each Office program has two tabs in common: Office and Home.

- a. True
- b. False

21. (1.0 point)

To access options on the Ribbon using the keyboard, press the Ctrl or Tab key.

- a. True
- b. False

22. (1.0 point)

A task pane is a window that helps you navigate through a complex task or feature.

- a. True
- b. False

23. (1.0 point)

The default file extension for a PowerPoint 2010 file is .ppt.

- a. True
- b. False

24. (1.0 point)

Opening a file transfers a copy of the file from the storage location to the computer's memory and displays it on your screen.

- a. True
- b. False

25. (1.0 point)

To use SkyDrive, you need a Windows Live ID.

- a. True
- b. False

26. (1.0 point)

You use the Shutdown command to exit a program and close an open file in one step.

- a. True
- b. False

27. (1.0 point)

Access is often referred to as a(n) relational database program.

- a. True
- b. False

28. (1.0 point)

Each program has a variety of views, which you can easily change by using the view buttons on the status bar.

- a. True
- b. False

29. (1.0 point)

The Home tab on the Ribbon contains the commands for the most frequently performed activities.

- a. True
- b. False

30. (1.0 point)

A(n) task pane is a window from which you enter or choose settings for how you want to perform a task.

- a. True
- b. False

31. (1.0 point)

A(n) object is anything that appears on your screen that can be selected and manipulated.

- a. True
- b. False

32. (1.0 point)

You can right-click text to open up a(n) shortcut menu with a Mini toolbar.

- a. True
- b. False

33. (1.0 point)

Filenames can include a maximum of 128 characters.

- a. True
- b. False

34. (1.0 point)

You can close a file by clicking Close in Backstage view.

- a. True
- b. False

35. (1.0 point)

Your SkyDrive workspace comes with a Public and a(n) Protected folder.

- a. True
- b. False