

- 1. Which Microsoft Word feature will automatically correct certain text as you type?**
  - A. QuickFix
  - B. AutoCorrect
  - C. AutoFormat
  - D. Grammar Wizard
  
- 2. What is the command sequence to open the Borders and Shading dialog box?**
  - A. Home → Borders drop-down arrow → Borders and Shading
  - B. Design → Text Borders
  - C. Layout → Customize Borders
  - D. Home → Font option button → Borders button
  
- 3. How many fields can you sort by in Microsoft Word?**
  - A. 1
  - B. 3
  - C. 6
  - D. As many as you want
  
- 4. What options are available when performing a help search with Tell Me?**
  - A. Shortcuts to related commands
  - B. A Smart Lookup command
  - C. A command to open the full Help window
  - D. All of the above
  
- 5. Which of the following command sequences will not open the Page Setup dialog box?**
  - A. Layout → Size → More Paper Sizes
  - B. Layout → Margins → Custom Margins
  - C. Layout → Columns → More Columns
  - D. Option button in the Page Setup group on the Layout tab
  
- 6. What tool allows you to look up information about a word?**
  - A. Smart Lookup
  - B. Thesaurus
  - C. Translator
  - D. Spell checker
  
- 7. Which two contextual tabs are available when working with tables?**
  - A. Format and Design
  - B. Style and Options
  - C. Layout and Data
  - D. Design and Layout

8. Which command in the Find and Replace dialog box gives you access to advanced options, like using wildcards?
- A. Special
  - B. Advanced
  - C. More
  - D. Tools
9. What is the easiest way to reset changes made to the Microsoft Word interface?
- A. Click the Reset button on the Home tab
  - B. Open the Customize Ribbon or Quick Access Toolbar categories of the Word Options dialog box and click Reset → Reset all customizations
  - C. Remove and re-install Microsoft Word
  - D. Perform a system restore
10. Which of the following locations can online images be inserted from?
- A. OneDrive
  - B. Facebook
  - C. Flickr
  - D. All of the above
11. What are Spreadsheets?
- 1. **Spreadsheets** are a digital form of the worksheets that are used by Microsoft Excel.
  - 2. **Spreadsheets** are paper or digital documents that are typically used to store, sort, and work with data
  - 3. **Spreadsheets** are collections of one or more workbooks.
12. What are Worksheets?
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13. What are workbooks?
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**14. What is Quick Access Toolbar?**

1. The Quick Access Toolbar displays tab commands organized into groups.
2. The Quick Access toolbar gives you quick access to frequently used commands.
3. The Quick Access Toolbar allows you to enter data in a cell.

**15. Keyboard Navigation Options: Sometimes the keyboard can be an even quicker way to navigate through worksheets. How would you move one cell to the right?**

1. Press any of the arrow keys (Up, Down, Left, Right)
2. Alt + Page Up or Alt + Page Down
3. Press Tab

**16. There are many ways to select cells or cell ranges within a worksheet. How would you select an entire row?**

1. Click on the alphabetic header.
2. Click on the numerical header.
3. Click on the cell.

**17. Excel 2016 offers support for a variety of data types that can be entered into worksheets.****What are values?**

1. **Values** are numbers that you can use to perform functions and data analysis.
2. **Values** can be any alphanumeric text.
3. **Values** express the date, the time, or both.

**18. What is the Help Toolbar?**

1. The Help toolbar contains commands similar to those you would find in a web browser. In fact, the Help window behaves very much like a web browser that only searches for information relevant to Excel 2016.
2. The Help toolbar enables you to move back one step at a time through the help topics you have previously read.
3. The Help toolbar contains commands to make the text larger or smaller.

**19. What is Microsoft Excel?**

1. Microsoft Excel is a spreadsheet application.
2. Microsoft Excel is a workbook application.
3. Microsoft Excel is a worksheets application.

## ASSESSMENT # 20

Total Marks: 30

**20. What are the intersecting blocks where rows and columns meet called?**

1. These blocks are called cells.
2. These blocks are called columns.
3. These blocks are called fields.

**21. Which category of the File menu contains options to save a presentation in different file formats?**

- A. Export
- B. Share
- C. Convert
- D. Change File Type

**22. By default, where is the Quick Access toolbar located?**

- A. Bottom of the screen
- B. Top right-hand corner of the screen
- C. Top left-hand corner of the screen
- D. The Quick Access toolbar has been removed from PowerPoint 2016

**23. What commands are available on the mini toolbar for tables?**

- A. Insert rows and columns
- B. Delete rows and columns
- C. Modify cell fill color
- D. All of the above

**24. What file extension do PowerPoint 2016 files use?**

- A. .pot
- B. .pptx
- C. .ppsx
- D. .pptm

**25. What is the easiest way to open the Format Shape task pane?**

- A. Press Alt + S with the object selected
- B. Click Home → Format Object
- C. Click the Format command on the mini toolbar
- D. Right-click the target object and click Format Shape

- 26. What is the shortcut to open the full Help file?**
- A. Alt + H
  - B. F1
  - C. Ctrl + H
  - D. Alt + Q
- 27. Which of the following is not a category of the Format Picture task pane?**
- A. Fill & Line
  - B. Effects
  - C. Image
  - D. Size & Properties
- 28. You want to swap the X and Y axes of your chart, but the Switch Row/Column command is unavailable. What should you do?**
- A. Edit the data
  - B. Re-create the chart in PowerPoint
  - C. Re-create the chart in Excel
  - D. Re-install PowerPoint
- 29. What is the difference between the Screenshot tool and the Screen Recording tool?**
- A. The Screenshot tool interacts with Microsoft Edge; the Screen Recording Tool does not
  - B. Only data captured by the Screen Recording tool is supported with earlier versions of PowerPoint
  - C. One creates a static image; the other creates a video
  - D. There is no difference
- 30. What do you need to do to allow magnification of an image during a presentation?**
- A. Set the option in the Format Picture task pane
  - B. Create a multi-layered image
  - C. Add alternative text to the image
  - D. Nothing