1.  Once you have created a chart you may change _____.
    a.  only the formatting for text like titles and data labels
    b.  only by going back through the Chart Wizard
    c.  everything about the chart
    d.  the text formatting and the data series patterns only

2.  You can click on _____ to view other worksheets in a workbook.
    a.  the formula bar
    b.  the horizontal scroll bar
    c.  the Home tab
    d.  sheet tabs

3.  Which keyboard shortcut lets you delete the word to the right of the insertion point?
    a.  Delete
    b.  Ctrl+Delete
    c.  Backspace
    d.  Ctrl+Backspace

4.  What is a dialog box?
    a.  A blinking vertical bar that indicates where on the screen the text you key will appear.
    b.  A bar containing buttons that can be clicked to perform different tasks.
    c.  A box that allows you to select options or specify information to perform a particular task.
    d.  A customizable toolbar for easy access to commonly used command buttons.

5.  When you create a new database, it automatically opens in _____ view.
    a.  Database
    b.  Design
    c.  Datasheet
    d.  Query

6.  The part of the screen where you create your slide is called the _____.
    a.  title bar
    b.  dialog box
    c.  slide pane
    d.  status bar

7.  If your sheet is too wide to print on one sheet, to make it fit on one page you can try _____.
    a.  make the column widths smaller
    b.  make the margins smaller
    c.  use the Fit to setting in the Scaling section of Page Setup
    d.  all of the above

8.  Use the _____ button to reverse your last change.
    a.  Undo
    b.  Cut
    c.  Redo
    d.  Paste

9.  _____ are used to organize files so that you can find them more quickly.
    a.  Tabs
    b.  Worksheets
    c.  Folders
    d.  Cells

10. You can change the font used in a document by clicking the Dialog Box Launcher in the Font group in the _____ tab.
    a.  Page Layout
    b.  Home
    c.  View
    d.  Insert

11. A _____ is the amount of space from a document's text to the edge of the page.
    a.  memo
    b.  tab
    c.  style
    d.  margin

12. Which of the following indents every line after the first line of a paragraph?
    a.  hanging indent
    b.  first line indent
    c.  left indent
    d.  right indent

13. The _____ button automatically adds the contents of a group of cells.
    a.  AutoSum
    b.  Calculate
    c.  Formula
    d.  Redo

14. A record is composed of _____ that are all related to one particular item.
    a.  databases
    b.  tables
    c.  fields
    d.  queries

15. What does a query do?
    a. It organizes data visually.
    b. It creates a report based on data.
    c. It allows you to enter data into a database table.
    d. It pulls data from one or more tables based on certain criteria.

16. A _____ is made up of a group of related slides.
    a. Quick Access Toolbar
    b. presentation
    c. tab
    d. status bar

17. Which of the following is an example of a font style?
    a. 12 pt.
    b. centered
    c. Calibri
    d. underline

18. A database _____ comes with predefined tables, fields, and so forth to make it easier for you keep track of a specific type of information.
    a. query
    b. filter
    c. relationship
    d. template

19. In Access, if you want to see the data types for a table's fields, go to _____.
    a. Table View
    b. Database View
    c. Datasheet View
    d. Design View

20. The _____ tab displays miniatures of the slides in a presentation.
    a. Slide Sorter
    b. Outline tab
    c. Home
    d. View

21. If a cell shows #####, it means that _____.
    a. the column is too narrow to show all of the number
    b. the row is too short to show all of the number
    c. Excel does not understand your formula
    d. you tried to divide by zero

22. To copy just the formatting of a range you would use _____.
   a.  CTRL + Copy
   b.  Format Painter
   c.  Paste Special | Formats
   d.  Paste Special | Paste Link

23. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is _____.
   a.  B1-G10
   b.  B1.G10
   c.  B1;G10
   d.  B1:G10

24. To select several cells or ranges that are not touching each other, you would _____ while selecting.
   a.  hold down the CTRL key
   b.  hold down the SHIFT key
   c.  hold down the ALT key
   d.  hold down CTRL+SHIFT

25. If you select a cell with a date in it and drag the fill handle down across several cells, what happens is that _____.
   a.  the date is copied to each cell
   b.  the date is increased by 1 day into each cell
   c.  the date is increased by 1 week into each cell
   d.  nothing as AutoFill applies only to numbers

26. The formula that will add the value of cell D4 to the value of C2 and then multiply by the value in B2 is _____.
   a.  (D4+C2)*B2
   b.  D4+C2*B2
   c.  =(D4+C2)*B2
   d.  =(B2*(D4+C2)

27. Cell A4=2 and A5=4.  You select both cells and drag the fill handle down to A8.  The contents of cells A6, A7, and A8 are _____.
   a.  8,16,32
   b.  2,4,2
   c.  2,2,2
   d.  6,8,10

28.  The default stops in Word are set every _____.
   a.  every inch
   b.  every half inch
   c.  every quarter inch
   d.  none are set.  You must set them manually under Options

29. In an unlinked text box when there is more text than will fit inside the box, the extra text is _____.
    a. cropped
    b. deleted
    c. moved to another text box
    d. hidden

30. When several documents are open in Word at the same time, you can switch between them with using _____.
    a. CTRL+TAB
    b. opening the Window menu and clicking on the document's name
    c. ALT+W and then typing the number of the document from the menu list
    d. CTRL+F6

31. A table cell that calculates a value based on numbers in other cells contains a(n) _____.
    a. formula
    b. equation
    c. spreadsheet
    d. autosum

32. Combining two or more cells into a single cell is called _____.
    a. splitting
    b. sharing
    c. joining
    d. merging

33. To publish a magazine a _____ application would be best.
    a. desktop publishing
    b. spreadsheet
    c. word processing
    d. presentation graphics

34. Acme Corp. sells 1000 different products to over 20,000 customers. To record the sales and shipments they would use a _____.
    a. word processor
    b. project manager
    c. spreadsheet
    d. database

35. If 186 more hot dogs were sold, which cells would change?

|   | A | B | C | D |
|---|---|---|---|---|
| 1 | Quantity | Item | Cost/Unit | Total Cash |
| 2 | 137 | Hot Dogs | $0.65 | $89.05 |
| 3 | 112 | Hamburgers | $0.95 | $106.40 |
| 4 | 258 | Pizza Slices | $1.10 | $283.80 |
| 5 | 39 | Tacos | $0.80 | $31.20 |
| 6 | 210 | French Fries | $0.50 | $105.00 |

This spreadsheet is used to record food items sold in the cafeteria at Martin Middle School for one day. Use this spreadsheet to answer this question.

a. C2 and C5

b. A3 and A5

c. A2 and D2

d. A2 and C2

36. If you had a database with 500 names and addresses of students enrolled at your school and wanted to know the phone number of one particular student, you would _____.
   a. Perform a search of all boys in the database
   b. Sort the database in descending order
   c. Perform a search using the student's name as the criteria
   d. Sort the database and scroll through the records

37. When you are typing an equation into a cell the first thing that must be entered is _____.
   a. the first cell referenced
   b. parenthesis
   c. quotation marks
   d. an equal sign

38. The cell labeled F5 refers to _____.
   a. row F column 5
   b. column F row 5
   c. functions available in cells
   d. Function key F4

39. To apply an effect to text, choose _____.
   a. Home>Font>Dialog Box Launcher
   b. Home>Font>Font
   c. Home>Paragraph>Dialog Box Launcher
   d. Home>Paragraph>Paragraph

40. Use the Paste button to _____.
    a. insert cut or copied text
    b. locate specific text in a document
    c. insert special characters into a document
    d. insert AutoText

41. If you wanted to locate a synonym for the word "find," you could use the _____.
    a. Thesaurus
    b. spell checker
    c. grammar checker
    d. Clipboard

42. Which command would you use to see how a document will appear when printed?
    a. Office>Print>Print Preview
    b. Office>Save As
    c. Office>Print
    d. View>Print Layout

43. Which of the following could you use to automatically correct "seperate" to "separate."
    a. Clipboard
    b. Replace command
    c. Go To command
    d. AutoCorrect

44. To _____ a cell's contents, double-click in the cell.
    a. delete
    b. copy
    c. edit
    d. move

45. Which function identifies the smallest number in a group of selected cells?
    a. AutoSum
    b. AVERAGE
    c. MAX
    d. MIN

46. To give your audience members printed copies of your PowerPoint presentation, select Handouts under _____ in the Print dialog box.
    a. Printer
    b. Print Range
    c. Properties
    d. Print what

47. Which of the following would be most useful if you wanted to change every occurrence of "Jones" to "Smith"?
    a. Paste
    b. Copy
    c. Replace
    d. Insert

48. The fill handle is used to _____.
    a. insert the same content into a group of selected cells
    b. add together the contents of a group of selected cells
    c. add shading to selected cells
    d. add a title to a worksheet

49. A(n) _____ field contains all possible data choices for that field.
    a. attachment
    b. Lookup
    c. Primary key
    d. crosstab

50. A(n) _____ does not change when you copy a formula to a new location.
    a. AutoFilter
    b. mixed reference
    c. relative reference
    d. absolute reference

## Answer Key

| | | | | |
|---|---|---|---|---|
| 1. C | 11. D | 21. A | 31. A | 41. A |
| 2. D | 12. A | 22. B | 32. D | 42. D |
| 3. B | 13. A | 23. D | 33. A | 43. D |
| 4. C | 14. C | 24. A | 34. D | 44. C |
| 5. C | 15. D | 25. B | 35. C | 45. D |
| 6. C | 16. B | 26. C | 36. C | 46. D |
| 7. D | 17. C | 27. D | 37. D | 47. C |
| 8. A | 18. D | 28. B | 38. B | 48. A |
| 9. C | 19. D | 29. D | 39. A | 49. B |
| 10. B | 20. A | 30. D | 40. A | 50. D |