

Name: _____

Date: _____

Chapter 1 - Microsoft Office Basics

1. A word processor application used to produce professional-looking documents such as letters, resumes, and reports.
2. A spreadsheet application used to organize, analyze, and chart data.
3. A presentation application used to organize and format slides.
4. An area on the screen where the user interacts with the software.
5. The window is the application _____.
6. The file name of the open document is displayed in the _____.
7. Click the _____ to display Backstage view which includes file management options such as opening and saving.
8. Click a button on the _____ to execute a command or press the button's keyboard shortcut.
9. Click a tab on the _____ to access groups of commands.
10. Click _____ to hide a window.
11. Click _____ to expand the window to fill the screen.
12. Click _____ to restore the window to its smaller size.
13. View information about the document in the _____.
14. Drag the _____ to size the window.
15. Drag the _____ to view unseen parts of the document.
16. Click _____ to close the window.
17. Click _____ to display a window with Word help.
18. Used to communicate with an application.
19. Used to enter text and numeric data.
20. Press and hold the _____ while pressing a character key to enter uppercase letters.
21. Used to end a paragraph or terminate a line of text.
22. Press the _____ to erase the character to the right of the insertion point.
23. Press the _____ to erase the character to the left of the insertion point.

- A. Backspace key
- B. Ribbon
- C. Word
- D. Close
- E. Maximize
- F. Delete key
- G. Minimize
- H. Excel
- I. keyboard
- J. input devices
- K. window corner
- L. File tab
- M. scroll bars
- N. mouse
- O. Enter key
- P. Help
- Q. insertion point
- R. status bar
- S. Restore down
- T. Quick Access Toolbar
- U. interface
- V. Shift key
- W. PowerPoint

Microsoft Office Chapter 1review Questions Answers

Reeta Sahoo, Gagan Sahoo



Microsoft Office Chapter 1review Questions Answers:

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Computer Applications Class 09 Reeta Sahoo, Gagan Sahoo, This series helps inculcate technical skills of computer and programming It has been designed strictly in accordance with the latest curriculum based on CCE scheme and written in simple and lucid language

Computer and Information Security Handbook John R. Vacca, 2017-05-10

Computer and Information Security Handbook Third Edition provides the most current and complete reference on computer security available in one volume The book offers deep coverage of an extremely wide range of issues in computer and cybersecurity theory applications and best practices offering the latest insights into established and emerging technologies and advancements With new parts devoted to such current topics as Cloud Security Cyber Physical Security and Critical Infrastructure Security the book now has 100 chapters written by leading experts in their fields as well as 12 updated appendices and an expanded glossary It continues its successful format of offering problem solving techniques that use real life case studies checklists hands on exercises question and answers and summaries Chapters new to this edition include such timely topics as Cyber Warfare Endpoint Security Ethical Hacking Internet of Things Security Nanoscale Networking and Communications Security Social Engineering System Forensics Wireless Sensor Network Security Verifying User and Host Identity Detecting System Intrusions Insider Threats Security Certification and Standards Implementation Metadata Forensics Hard Drive Imaging Context Aware Multi Factor Authentication Cloud Security Protecting Virtual Infrastructure Penetration Testing and much more Online chapters can also be found on the book companion website <https://www.elsevier.com/books-and-journals/book-companion/9780128038437> Written by leaders in the field Comprehensive and up to date coverage of the latest security technologies issues and best practices Presents methods for analysis along with problem solving techniques for implementing practical solutions

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MCITP Developer: Microsoft SQL Server 2005 Data Access Design and Optimization Study Guide Marilyn

Miller-White, Cristian Andrei Lefter, 2007-04-02 As your essential guide to Microsoft s new SQL Server 2005 certification exam 70 442 this book offers you practical and in depth coverage Full coverage of all exam objectives is presented in a

systematic approach so you can be confident you're getting the instruction you need for the exam. Plus practical hands-on exercises reinforce critical skills and real-world scenarios put what you've learned in the context of actual job roles. Finally, challenging review questions in each chapter prepare you for exam day.

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Microsoft 365 Certified Fundamentals MS-900 Exam Guide Aaron Guilmette, Yura Lee, Marcos Zanre, 2023-11-24

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services and development models and then explore different cloud architectures and learn what Microsoft offers as a service in the form of SaaS IaaS and PaaS As you advance you ll get to grips with core Microsoft 365 components as well as the processes and tools used for managing Windows 10 Windows 11 and Microsoft 365 apps This edition also includes expanded information on the Microsoft Viva Suite formerly Workplace Analytics The chapters shed light on security compliance privacy and trust in Microsoft 365 and provide additional guidance regarding the pricing and support offered by Microsoft for different services and apps By the end of this MS 900 book you ll have gained all the knowledge and skills needed to confidently appear for the exam What you will learn Gain insight into the exam objectives and knowledge needed to take the MS 900 exam Discover and implement best practices for licensing options available in Microsoft 365 Understand the different Microsoft 365 Defender services Prepare to address the most common types of threats against an environment Identify and unblock the most common cloud adoption challenges Articulate key productivity collaboration security and compliance selling points of M365 Explore licensing and payment models available for M365 Who this book is for This book is for entry as well as mid level experienced administrators and individuals aspiring to pass the latest MS 900 exam and achieve Microsoft 365 certification Basic knowledge of Microsoft services and cloud concepts is necessary to get the most out of this book

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SOHO Networking Pete Moulton, 2003 Perfect for professionals working from home or small business owners looking to build a network this handbook includes coverage of how to install and configure a router and how to use a SoHo

LAN An entire section is devoted to wireless technologies This book covers selection and installation of all components of a network

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