

Name: _____

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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 Excel 2010 Basics Answer Key

R Barnett



Microsoft Excel 2010 Basics Answer Key:

Microsoft Excel 2010 Basics Answer Key Book Review: Unveiling the Power of Words

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web the construction operation and control of main crs components supply pump injectors rail are identical to the components described in the previously issued common rail system for toyota hilux kijang innova innova 1kd 2kd doc id 00400077 primary changes and additions are listed below

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web this generation of 2kd ftv engine produces 88 kw 118 hp 120 ps at 3600 rpm and the maximum torque is 325 n m 240 lb ft 33 kg m at 2000 rpm this engine is used in the toyota hilux toyota fortuner toyota innova and toyota hiace

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web 2kd ftv engine mechanical torque specifications 2kd ftv engine mechanical torque specifications part tightened n m kgf cm ft lbf engine mounting bracket rh x cylinder block engine oil level sensor x oil pan 8 0 82 71 in lbf thrust washer x cylinder block 13 133 10 idle gear thrust plate x idle gear shaft

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web mar 12 2022 by joe edwards published on march 12 2022 updated on june 3 2023 the kd engines are a diesel series first introduced by toyota in 2000 the first generation of the toyota kd engine known as the 1kd ftv 3 0l was seen in july of 2000 and first used in the japanese market s toyota land cruiser prado

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web injector edu crankshaft position sensor turbo pressure sensor atmospheric temp sensor water temp sensor target angle engine ecu control status turbo motor driver control nozzle vane position atmospheric pressure sensor dc motor nozzle vane position sensor intake and exhaust system model outline kd series engine