Name:		Date:
Chapte	r 1 - Microsoft Office	Basics
 A word processor application used to produce professional-looking documents such as letters, resumes, and reports. 		A. Backspace key
A spreadsheet application used to organize, analyze, and chart data.		B. Ribbon
 A presentation application used to organize and format slides. 		C. Word
4. An area on the screen where the user interacts with the software.		D. Close
5. The window is the application		E. Maximize
6. The file name of the open document is displayed in the		F. Delete key
7. Click the options such as opening an	to display Backstage view which includes file management and saving.	G. Minimize
Click a button on the _ the button's keyboard shor	tcut to execute a command or press	H. Excel
9. Click a tab on the	to access groups of commands.	I. keyboard
10. Click t	o hide a window.	J. input devices
11. Click	to expand the window to fill the screen.	K. window corner
12. Click	to restore the window to its smaller size.	L. File tab
13. View information abou	t the document in the	M. scroll bars
14. Drag the	to size the window.	N. mouse
15. Drag the	to view unseen parts of the document.	O. Enter key
16. Click to close the window.		P. Help
17. Click to display a window with Word help.		Q. insertion point
18. Used to communicate with an application.		R. status bar
19. Used to enter text and numeric data.		S. Restore down
20. Press and hold the uppercase letters.	while pressing a character key to enter	T. Quick Access Toolbar
21. Used to end a paragraph or terminate a line of text.		U. interface
22. Press the to erase the character to the right of the insertion point.		V. Shift key
23. Press the insertion point.	to erase the character tot he left of the	W. PowerPoint

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Gurpreet Bindra , Manjeet Jauhar

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