

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

Gurpreet Bindra , Manjeet Jauhar



Microsoft Excel 2010 Basics Answer Key:

Microsoft Office 2010 Plain & Simple Katherine Murray, 2010-06-24 Get the fast facts that make learning Office 2010 plain and simple This colorful no nonsense guide uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote Here s WHAT You ll Learn Create documents Web pages and other publications Organize your e mail calendar contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink voice or text Here s HOW You ll Learn It Jump in wherever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS Exercises help you apply what you learn right away

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Suchmacher, Mauro Geller, 2012-07-26 Customized presentation for biological investigators with examples taken from current clinical trials in multiple disciplines **Excel 2010 All-in-One For Dummies** Greg Harvey, 2010-04-07 A comprehensive up to date user friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide but it s not always user friendly That makes it a perfect For Dummies topic and this handy all in one guide covers all the essentials the new features how to analyze data with Excel and much more Eight minibooks address Excel basics worksheet design formulas and functions worksheet collaboration and review charts and graphics data management data analysis and Excel and VBA Excel is the leading spreadsheet data analysis software and is used throughout the world the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel with more than three million copies sold Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets setting up formulas and performing statistical functions Eight self contained minibooks cover the basics worksheet design formulas and functions worksheet collaboration presenting data in charts and graphics data management data analysis and creating macros with VBA Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know **2024-25**

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Foundation of Information Technology MS Office Class 09 Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD

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