
Microsoft Word & PowerPoint Final Exam Review – Microsoft Latest Update.

Printer Status - CORRECT ANSWER 1. In the Print dialog box, which area provides a user with a list of available printers?

- A. Print
- B. Printer Status
- C. Printer List
- D. Printer Selector List

Window Control Buttons - CORRECT ANSWER 2. On the Title bar, which item enables a user to minimize, maximize, or close the Microsoft Word window?

- A. File tab buttons
- B. Zoom slider
- C. Window control buttons
- D. Word Ribbon tabs

Is the template easy to use? - CORRECT ANSWER 3. Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?

- A. Who is the intended audience?
- B. Is the template easy to use?
- C. Will the template have correct calculations and functional macros?
- D. Will the template have correct spelling, grammar, punctuation, and mechanics?

File Name - CORRECT ANSWER 4. What is the name assigned to a file when it is saved?

- A. Document name
- B. Document title
- C. File name
- D. File title

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