

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

Michael Rajnik



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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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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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