

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 Excel 2010 Basics Answer Key

**SA Dillow**



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