Lesson 1 – Concepts Review

TRUE/FALSE

1. F
2. F
3. F
4. T
5. T
6. F
7. T
8. T

SHORT ANSWER QUESTIONS

1. File, Print
2. Home
3. Press [Enter] when the ScreenTip appears.
4. Status bar
5. Quick Access Toolbar
6. I-beam
7. Save As command
8. [F1

Lesson 2 – Concepts Review

TRUE/FALSE

1. T
2. F
3. T
4. T
5. T
6. F
7. F
8. T

SHORT ANSWER QUESTIONS

1. Click the Microsoft Office Button
2. Nonbreaking space
3. [Ctrl]+[Home]
4. Beginning of the line
5. Scroll box
6. [F4] or [Ctrl]+[Y]
7. Click the Microsoft Office Button, Prepare, Document Properties
8. AutoRecover

Microsoft Office 20access Concepts Review Answers

Joseph W. Habraken,Joe Habraken

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