

Study Guide Advance Computers

True/False

Indicate whether the statement is true or false.

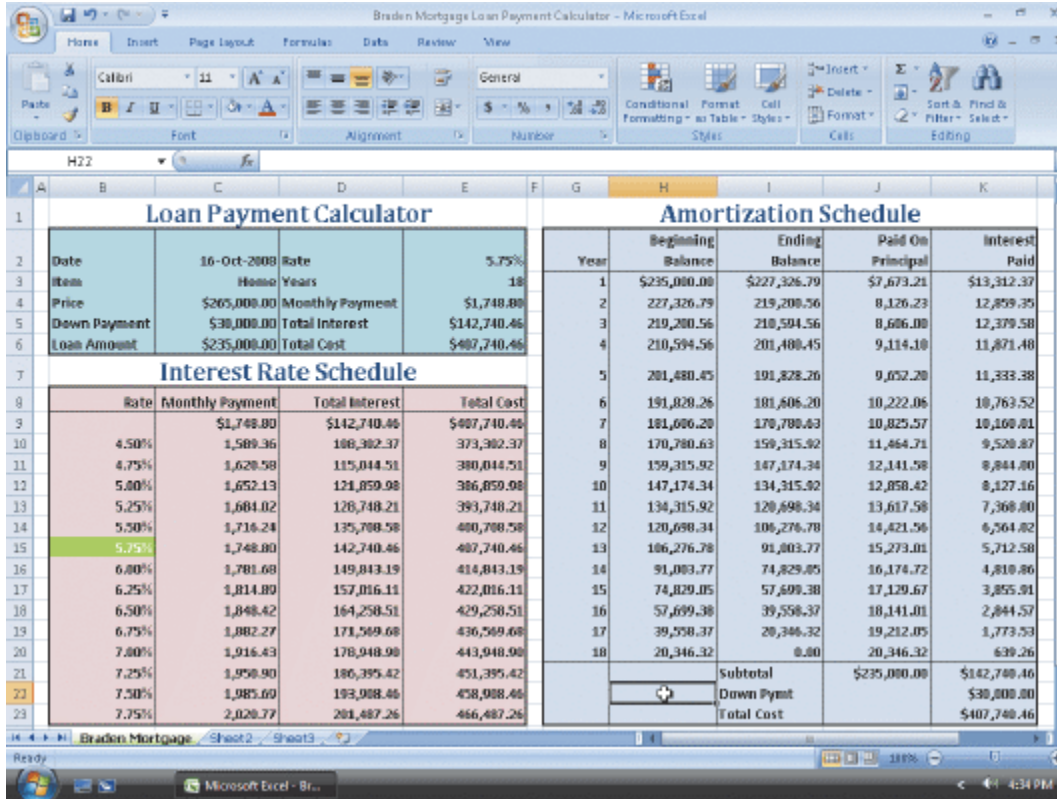


Figure 4-1

1. In the accompanying figure, the worksheet contains 4 sections.
2. In the accompanying figure, the amortization schedule shows a principal decrease over the life of the loan.
3. Two of the more powerful aspects of Excel are its wide array of functions and its capability of organizing answers to what-if questions.
4. You can have more than one instance of Excel running. Besides opening multiple workbooks in Excel, you can run multiple instances of Excel. Each instance of Excel will show a button on the Windows Vista taskbar.
5. When you format a cell to display percentages, Excel will not assume that whatever you enter into that cell in the future will be a percentage.
6. The Name Manager can help add clarity to your formulas by allowing you to assign names to cells.
7. Worksheets often have column titles at the top of each column and row titles to the left of each row that describe the data within the worksheet.
8. Excel instantaneously recalculates all formulas in the worksheet each time you enter a value.
9. The charting feature of PowerPoint assists users in developing a presentation using an outline format and/or importing outlines from word processing programs.

- ___ 10. A command is a set of graphical choices arranged in a grid or in a list.
- ___ 11. A dialog box can remain open and visible while working on a presentation, but a task pane must be closed before continuing to work.
- ___ 12. The Mini toolbar contains buttons for bold, italics, and alignment.
- ___ 13. A shortcut menu appears when you right-click an object.
- ___ 14. The SHIFT key can be used instead of the mouse to display a Key Tip badge.
- ___ 15. When a line of text is too long to fit in a placeholder, the text is automatically line wrapped.
- ___ 16. A paragraph is a portion of text with the same format and at the same level when you press the ENTER key in a placeholder.
- ___ 17. The Increase Font Size button is available on the Mini toolbar.
- ___ 18. Slides cannot be duplicated.
- ___ 19. PowerPoint 2007 files can be viewed in previous versions of PowerPoint only after downloading a compatibility pack from Microsoft.
- ___ 20. You cannot change text formatting through the Reveal Formatting task pane; you only can view the formatting.
- ___ 21. When a section break is created, you specify whether or not the new section should begin on a new page.
- ___ 22. Fonts that are not defined in a font set cannot be used.
- ___ 23. Tables can be centered horizontally between the page margins.
- ___ 24. To advance from the rightmost column in a table to the next row in the table, press the ENTER key.
- ___ 25. To resize a chart, you can drag the chart's sizing handles.

Multiple Choice

Identify the choice that best completes the statement or answers the question.

- ___ 26. When you first install Excel, Excel shows ___ in the taskbar.
 - a. all open workbooks
 - b. 1 of the open workbooks
 - c. a maximum of 5 open workbooks
 - d. 2 open workbooks
- ___ 27. What does Excel do as you enter a function in a cell?
 - a. displays the function's form in a ScreenTip
 - b. calculates the value
 - c. displays the function's form in the ToolTips
 - d. finishes entering the formula
- ___ 28. With a ____, you vary the value in one cell and then Excel calculates the results of one or more formulas and fills the data table with the results.
 - a. two-input data table
 - b. function
 - c. one-input data table
 - d. formula
- ___ 29. How many active data tables are allowed in a worksheet?
 - a. 255
 - b. 5
 - c. unlimited
 - d. 2
- ___ 30. A column border is an unused column with a significantly reduced _____.
 - a. cell value
 - b. font
 - c. line dimension
 - d. width

- ___ 31. Instead of setting a print range each time, you can also assign a ___ to a range.
- a. function
 - b. formula
 - c. name
 - d. number

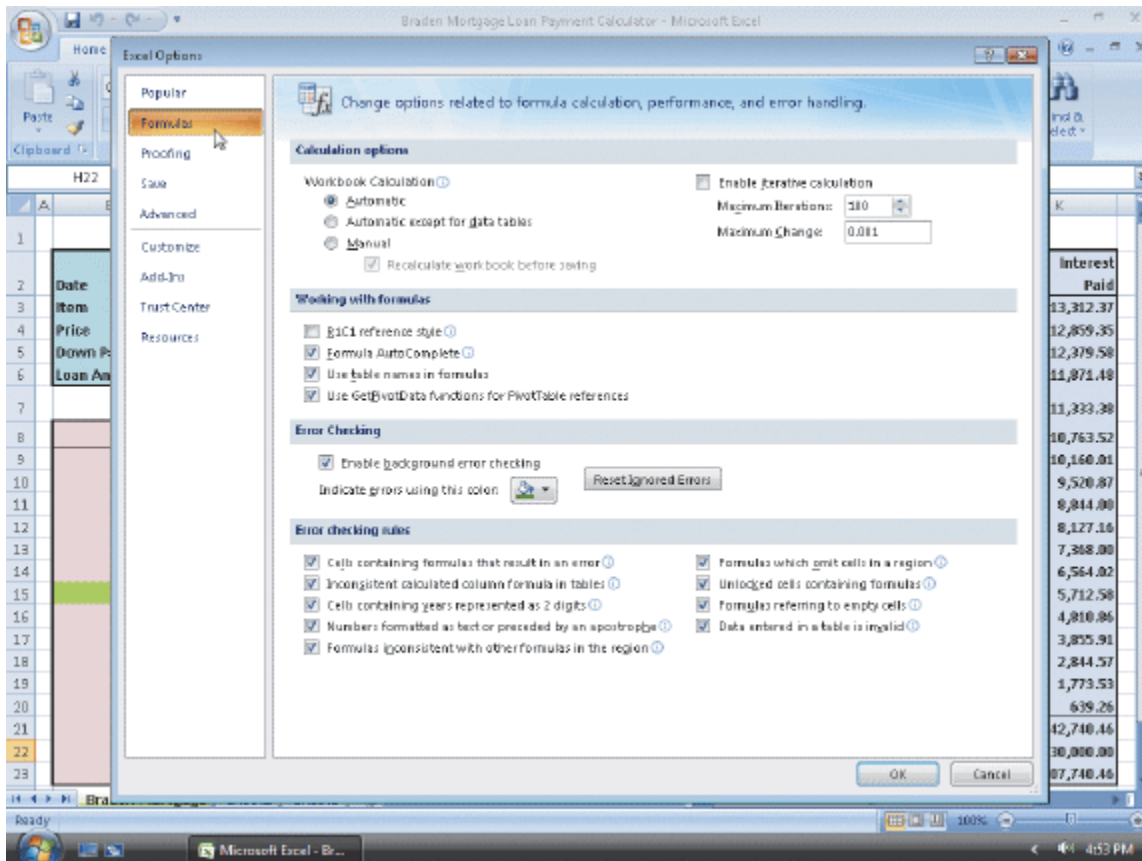


Figure 4-4

- ___ 32. In the accompanying figure, the statement “Cells containing years represented as 2 digits” is an example of ___.
- a. formulas containing years
 - b. working with formulas
 - c. an error checking rule
 - d. enable background checking
- ___ 33. In the accompanying figure, if you select a color in Error Checking, Excel will ___.
- a. keep a color chart of errors found
 - b. disallow color in the background
 - c. look for errors of that color
 - d. use the color to represent errors found
- ___ 34. PowerPoint gives a user the flexibility to make presentations ___.
- a. using a projection device attached to a personal computer
 - b. by running a virtual presentation on the Internet
 - c. using overhead transparencies
 - d. all of the above

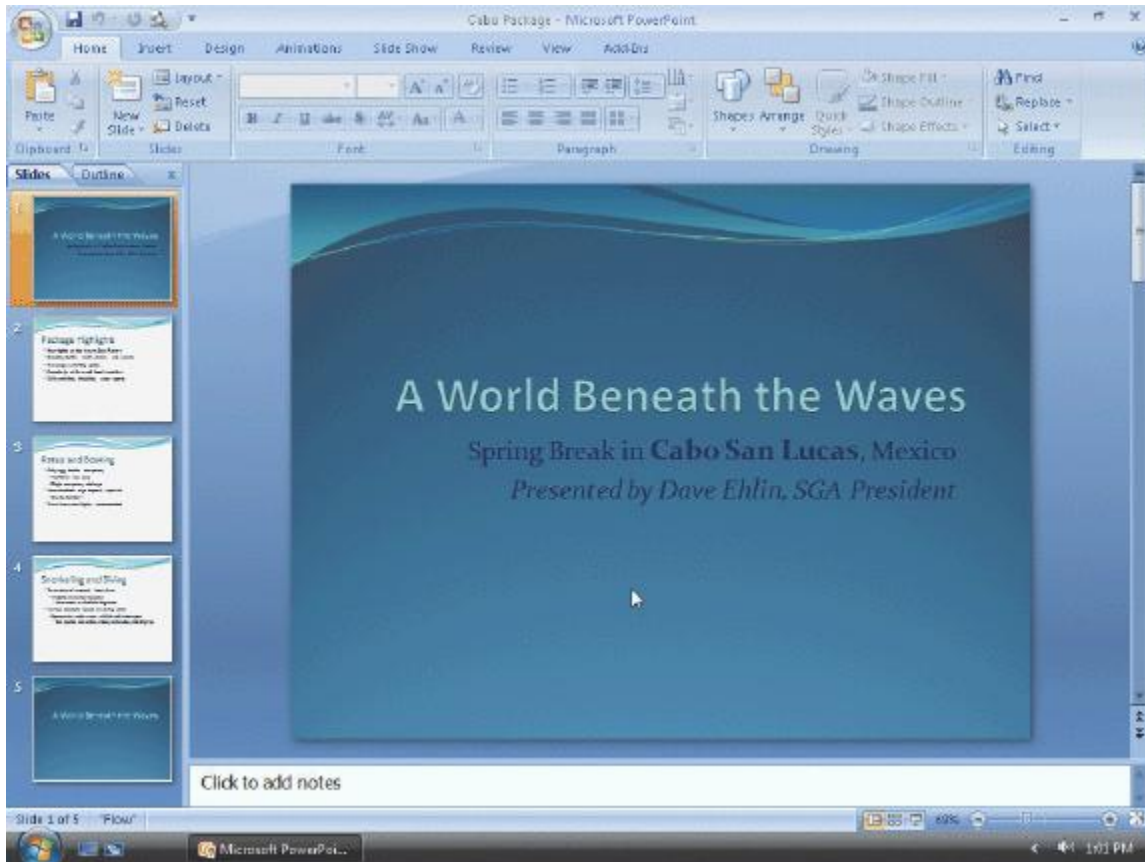


Figure 1-2

- ___ 35. In the accompanying figure, what is the bar between the Slides tab and the Slide pane known as?
- | | |
|------------------|---------------|
| a. separator bar | c. status bar |
| b. splitter bar | d. slice bar |
- ___ 36. The ___ is considered the control center in PowerPoint 2007.
- | | |
|-------------------------|-----------------|
| a. menu bar | c. Mini toolbar |
| b. Quick Access Toolbar | d. Ribbon |
- ___ 37. Information that you would like to share with your audience but not appear on the slide can be written in the ___ pane.
- | | |
|------------|-----------|
| a. Outline | c. View |
| b. Notes | d. Slides |
- ___ 38. Dialog boxes can be displayed by clicking the ___ located in the lower-right corner of some groups.
- | | |
|------------------------|---------------------|
| a. Dialog Arrow | c. Dialog task pane |
| b. Dialog Box Launcher | d. Dialog tab |
- ___ 39. How many paragraph levels does PowerPoint 2007 allow?
- | | |
|------|-------|
| a. 4 | c. 7 |
| b. 5 | d. 11 |
- ___ 40. If you want text indented on a line to create a lower-level paragraph, ___ the text.
- | | |
|-----------|------------|
| a. insert | c. promote |
| b. reduce | d. demote |
- ___ 41. The ___ button is used to view the PowerPoint presentation in full screen view.
- | | |
|---------------|-----------------|
| a. Slide View | c. Slide Sorter |
| b. View Show | d. Slide Show |

- ___ 42. You can run through slides in a slide show by clicking the mouse or using the ___ keys.
- F1 and F2
 - PAGE UP and PAGE DOWN
 - SPACEBAR and ENTER
 - HOME and END
- ___ 43. A(n) ___ proposal is a proposal that offers solutions to a problem or improvements to a situation.
- planning
 - research
 - investigatory
 - sales
- ___ 44. When the text color is Automatic, it usually is ___.
- gray
 - black
 - white
 - blue
- ___ 45. The Shading button arrow is on the ___ tab.
- Home
 - Paragraph
 - Layout
 - Format
- ___ 46. The Increase Indent button on the Home tab changes the indent by ___ inch.
- $\frac{1}{4}$
 - $\frac{1}{2}$
 - $\frac{3}{4}$
 - 1
- ___ 47. If you do not want the border style to carry forward each time the ENTER key is pressed, you need to ___.
- clear formatting
 - return to the Standard style
 - press the ESC key
 - restore shading
- ___ 48. All section formatting is stored in the ___.
- page break
 - paragraph mark
 - section break
 - mouse pointer
- ___ 49. The box that identifies the colors assigned to categories in a chart is called the ___.
- key
 - index
 - legend
 - figure base
- ___ 50. Use the ___ button on the Layout tab to create a single cell that spans across several rows in a table.
- Span Cell
 - Merge Cells
 - Blend Cells
 - Single Cell

Multiple Response

Identify one or more choices that best complete the statement or answer the question.

Modified Multiple Choice

- ___ 51. The statement “names are **global** to the workbook” means that a name assigned to a ___ on one worksheet in a workbook can be used on other sheets in the same workbook.
- formula name
 - cell
 - cell range
 - function name
- ___ 52. The arguments in an PMT function are ___.
- rate
 - payment
 - beginning balance
 - loan amount
- ___ 53. Which are the financial functions?
- PV
 - IF
 - FV
 - PMT
- ___ 54. An amortization schedule shows the ___ of a loan, and the amount of payment that applies to the principal and interest for each year over the life of the loan.
- daily income
 - ending balance

- b. beginning balance
d. daily cost
- ___ 55. Print option check boxes available on the Sheet tab of the Page Setup dialog box are ____.
- a. Draft quality
b. Formulas
c. Row and column headings
d. Functions
- ___ 56. Commands on the Ribbon include ____.
- a. buttons
b. boxes
c. galleries
d. top-level tabs
- ___ 57. Which commands can be found under the Office Button?
- a. Open
b. New
c. Cut
d. Save As
- ___ 58. Which buttons are available in the Spelling dialog box?
- a. Ignore
b. Change All
c. Suggest
d. Add
- ___ 59. What ways are available to access PowerPoint Help?
- a. click F7
b. click the Microsoft Office PowerPoint Help button
c. click F1
d. click the Help tab
- ___ 60. Guidelines for the title page of a solicited proposal may stipulate the required contents such as ____.
- a. title
b. author name
c. sponsor name
d. date
- ___ 61. ___ is a SmartArt graphic type.
- a. List
b. Process
c. Index
d. Cycle
- ___ 62. ___ is a character effect available in the Font dialog box.
- a. Synthesized
b. Engrave
c. Superscript
d. All caps
- ___ 63. The body of a sales proposal may include ____.
- a. feasibility
b. timetable
c. methods
d. equipment
- ___ 64. If you hold down the ___ key while dragging the column marker on the ruler or a column boundary in the table, the width measurements of all columns appear on the ruler as you drag the column marker or boundary.
- a. SHIFT
b. CTRL
c. F4
d. ALT

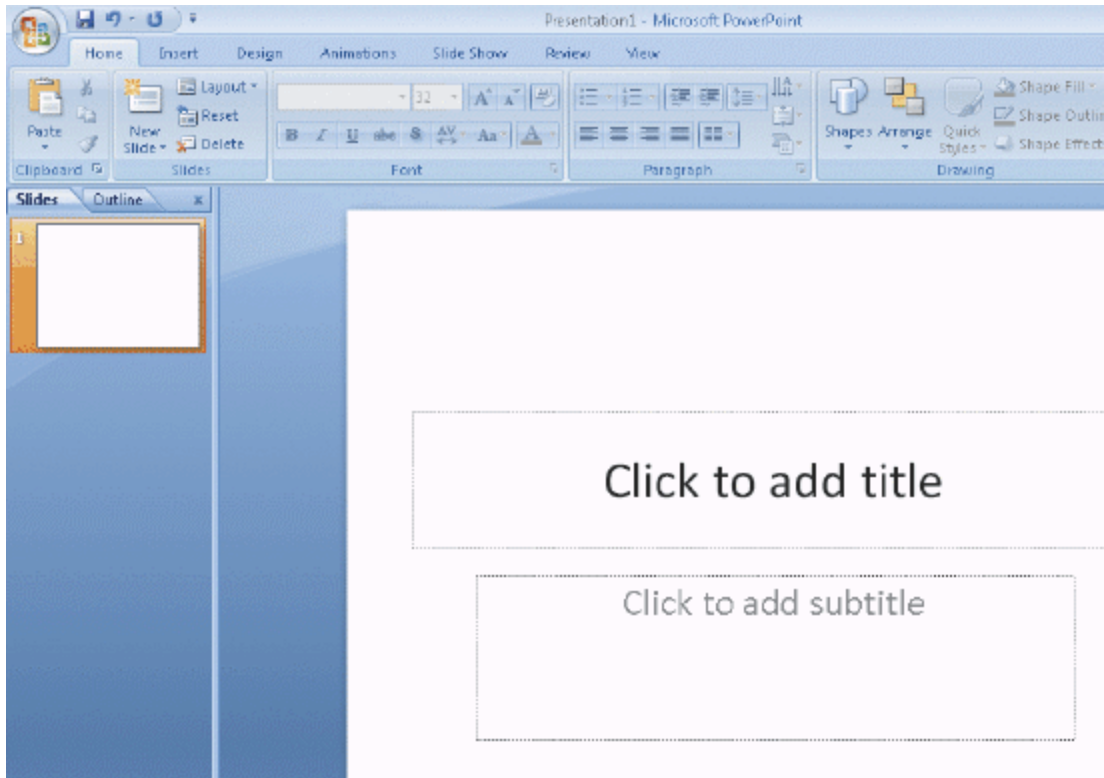


Figure 1-1
Modified Multiple Choice

- ___ 65. In the accompanying figure, what buttons are on the Quick Access Toolbar?
- | | |
|------------|---------|
| a. Save | c. Undo |
| b. Save As | d. Redo |

Completion

Complete each statement.

66. Excel lets you _____ before you enter data, when you enter data, incrementally after entering sections of data, and after you enter all the data.
67. In a formula, to use a name that is made up of two or more words, replace any space with the underscore character (_). For example, the name, Down Payment, is written as _____.
68. The _____ feature in PowerPoint provides the capability to share your presentation with others.
69. Press the _____ key to increase the indent, or demote, bulleted text.
70. The Cut button is located in the _____ group.
71. The _____ function key runs the slide show.
72. The _____ page should contain a short, descriptive title that accurately reflects the message of a proposal, for example.
73. A graphic or text that displays on top of or behind the text in a document is a(n) _____.
74. Graph places the contents of a table into a(n) _____.

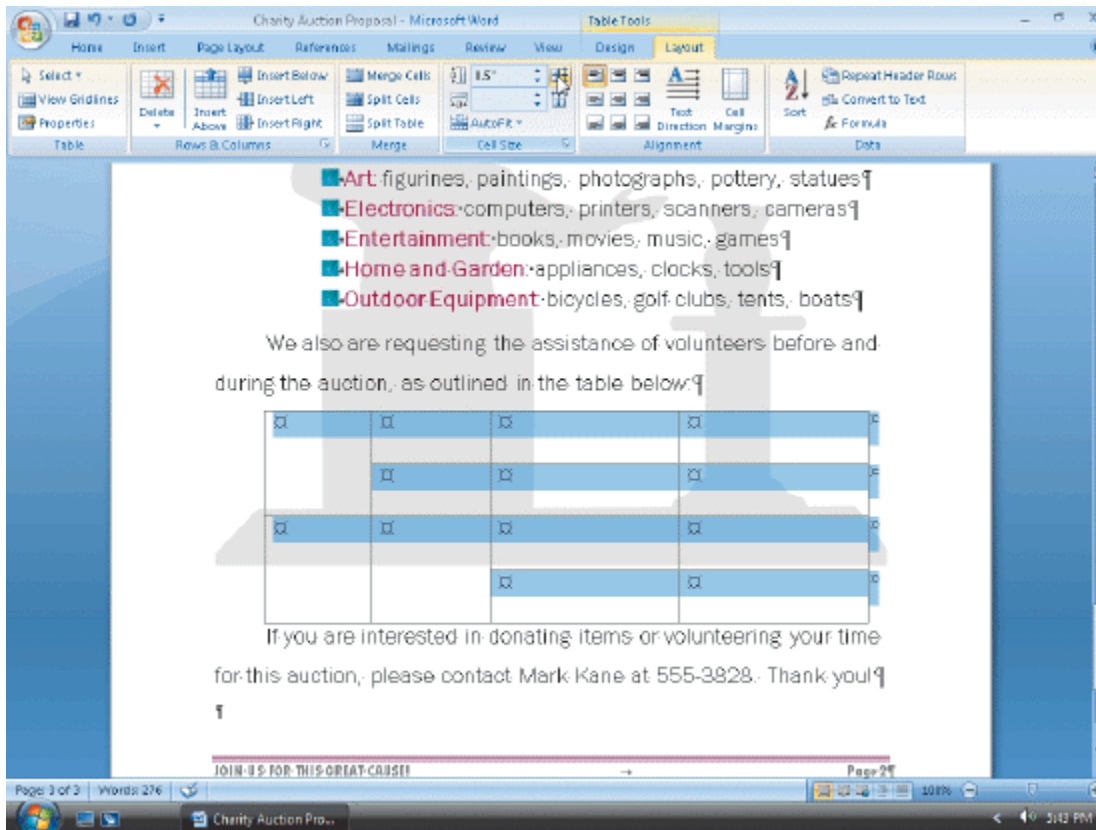


Figure 4-3

75. The _____ on the Layout tab is used to make uniform the row spacing in a table like the one in the accompanying figure.

Matching

Identify the letter of the choice that best matches the phrase or definition.

- a. Page order area
- b. Print titles area
- c. unprotected
- d. background formula checking
- e. PMT (rate, periods, loan amount)
- f. PV (rate, periods, payment)
- g. Cell errors as box
- h. Draft quality check box
- i. FV (rate, periods, payment)
- j. Gridlines check box

- ___ 76. Prints row titles and column titles on each printed page of a worksheet
- ___ 77. Speeds up printing by ignoring formatting and not printing most graphics.
- ___ 78. Prints gridlines.
- ___ 79. Returns the future value of an investment based on periodic, constant payments, and a constant interest rate.
- ___ 80. Returns the present value of an investment. The present value is the total amount that a series of future payments is worth now.
- ___ 81. Calculates the payment for a loan based on the loan amount, constant payments, and a constant interest rate.
- ___ 82. Excel searches for errors in formulas while you continue to manipulate the worksheet.
- ___ 83. Allows the value in cells to be changed at any time.

Identify the letter of the choice that best matches the phrase or definition.

- | | |
|-----------|---------------|
| a. CTRL | f. CTRL+X |
| b. F5 | g. ALT |
| c. ESC | h. ALT or ESC |
| d. CTRL+O | i. CTRL+F1 |
| e. TAB | j. CTRL+S |

- ___ 84. End a slide show presentation.
- ___ 85. Run a slide show.
- ___ 86. Show a Key Tip badge.
- ___ 87. Select nonadjacent text.
- ___ 88. Save an existing presentation with same file name.
- ___ 89. Promote paragraph.
- ___ 90. Minimize the Ribbon.
- ___ 91. Access the Office Button.
- ___ 92. Delete text.

Identify the letter of the choice that best matches the phrase or definition.

- | | |
|--------------|--------------------|
| a. shadow | f. Microsoft Graph |
| b. hidden | g. datasheet |
| c. watermark | h. legend |
| d. section | i. Draw Table |
| e. header | j. footer |

- ___ 93. Feature used to create a complex table.
- ___ 94. Where Microsoft Graph places the contents of a table.
- ___ 95. A box that identifies the colors assigned to categories in a chart.
- ___ 96. Text that prints at the top of each page in a document.
- ___ 97. Used to change the top margin, bottom margin, page alignment, paper size, page orientation, page number position, or contents or position of header, footers, or footnotes in just a portion of the document.
- ___ 98. Text that prints at the bottom of each page in a document.
- ___ 99. Text or a graphic that is displayed on top of or behind the text in a document.
- ___ 100. A light gray duplicate image that appears on the lower-right edge of a character or object.

Study Guide Advance Computers Answer Section

TRUE/FALSE

- | | | | |
|-----|--------|--------|-------------|
| 1. | ANS: F | PTS: 1 | REF: EX 267 |
| 2. | ANS: F | PTS: 1 | REF: EX 267 |
| 3. | ANS: T | PTS: 1 | REF: EX 266 |
| 4. | ANS: T | PTS: 1 | REF: EX 270 |
| 5. | ANS: F | PTS: 1 | REF: EX 275 |
| 6. | ANS: T | PTS: 1 | REF: EX 276 |
| 7. | ANS: T | PTS: 1 | REF: EX 276 |
| 8. | ANS: T | PTS: 1 | REF: EX 283 |
| 9. | ANS: F | PTS: 1 | REF: PPT 2 |
| 10. | ANS: F | PTS: 1 | REF: PPT 9 |
| 11. | ANS: F | PTS: 1 | REF: PPT 11 |
| 12. | ANS: T | PTS: 1 | REF: PPT 12 |
| 13. | ANS: T | PTS: 1 | REF: PPT 12 |
| 14. | ANS: F | PTS: 1 | REF: PPT 15 |
| 15. | ANS: T | PTS: 1 | REF: PPT 18 |
| 16. | ANS: T | PTS: 1 | REF: PPT 19 |
| 17. | ANS: T | PTS: 1 | REF: PPT 24 |
| 18. | ANS: F | PTS: 1 | REF: PPT 40 |
| 19. | ANS: T | PTS: 1 | REF: PPT 43 |
| 20. | ANS: F | PTS: 1 | REF: WD 248 |
| 21. | ANS: T | PTS: 1 | REF: WD 250 |
| 22. | ANS: F | PTS: 1 | REF: WD 255 |
| 23. | ANS: T | PTS: 1 | REF: WD 266 |
| 24. | ANS: F | PTS: 1 | REF: WD 283 |
| 25. | ANS: T | PTS: 1 | REF: WD 271 |

MULTIPLE CHOICE

- | | | | |
|-----|--------|--------|-------------|
| 26. | ANS: A | PTS: 1 | REF: EX 270 |
| 27. | ANS: A | PTS: 1 | REF: EX 280 |
| 28. | ANS: C | PTS: 1 | REF: EX 284 |
| 29. | ANS: C | PTS: 1 | REF: EX 290 |
| 30. | ANS: D | PTS: 1 | REF: EX 295 |
| 31. | ANS: C | PTS: 1 | REF: EX 310 |
| 32. | ANS: C | PTS: 1 | REF: EX 320 |
| 33. | ANS: D | PTS: 1 | REF: EX 320 |
| 34. | ANS: D | PTS: 1 | REF: PPT 3 |
| 35. | ANS: B | PTS: 1 | REF: PPT 7 |
| 36. | ANS: D | PTS: 1 | REF: PPT 8 |
| 37. | ANS: B | PTS: 1 | REF: PPT 8 |

- | | | | |
|-----|--------|--------|-------------|
| 38. | ANS: B | PTS: 1 | REF: PPT 11 |
| 39. | ANS: B | PTS: 1 | REF: PPT 19 |
| 40. | ANS: D | PTS: 1 | REF: PPT 34 |
| 41. | ANS: D | PTS: 1 | REF: PPT 48 |
| 42. | ANS: B | PTS: 1 | REF: PPT 50 |
| 43. | ANS: A | PTS: 1 | REF: WD 226 |
| 44. | ANS: B | PTS: 1 | REF: WD 232 |
| 45. | ANS: A | PTS: 1 | REF: WD 232 |
| 46. | ANS: B | PTS: 1 | REF: WD 233 |
| 47. | ANS: A | PTS: 1 | REF: WD 234 |
| 48. | ANS: C | PTS: 1 | REF: WD 251 |
| 49. | ANS: C | PTS: 1 | REF: WD 270 |
| 50. | ANS: B | PTS: 1 | REF: WD 287 |

MULTIPLE RESPONSE

- | | | | |
|-----|-----------------|--------|-------------|
| 51. | ANS: B, C | PTS: 1 | REF: EX 279 |
| 52. | ANS: A, B, D | PTS: 1 | REF: EX 280 |
| 53. | ANS: A, C, D | PTS: 1 | REF: EX 281 |
| 54. | ANS: B, C | PTS: 1 | REF: EX 297 |
| 55. | ANS: A, C | PTS: 1 | REF: EX 307 |
| 56. | ANS: A, B, C | PTS: 1 | REF: PPT 9 |
| 57. | ANS: A, B, D | PTS: 1 | REF: PPT 14 |
| 58. | ANS: A, B, C, D | PTS: 1 | REF: PPT 56 |
| 59. | ANS: B, C | PTS: 1 | REF: PPT 63 |
| 60. | ANS: A, B, C, D | PTS: 1 | REF: WD 229 |
| 61. | ANS: A, B, D | PTS: 1 | REF: WD 234 |
| 62. | ANS: B, C, D | PTS: 1 | REF: WD 243 |
| 63. | ANS: A, B, C, D | PTS: 1 | REF: WD 249 |
| 64. | ANS: D | PTS: 1 | REF: WD 286 |
| 65. | ANS: A, C, D | PTS: 1 | REF: PPT 13 |

COMPLETION

- | | | | |
|-----|--------------------|-------------|--|
| 66. | ANS: format | | |
| | PTS: 1 | REF: EX 275 | |
| 67. | ANS: | | |
| | down_payment | | |
| | Down_Payment | | |
| | Down_payment | | |
| | PTS: 1 | REF: EX 278 | |
| 68. | ANS: collaborating | | |
| | PTS: 1 | REF: PPT 2 | |
| 69. | ANS: TAB | | |

- PTS: 1 REF: PPT 39
70. ANS: Clipboard
- PTS: 1 REF: PPT 43
71. ANS: F5
- PTS: 1 REF: PPT 49
72. ANS: title
- PTS: 1 REF: WD 230
73. ANS: watermark
- PTS: 1 REF: WD 245
74. ANS:
Datasheet window
datasheet
- PTS: 1 REF: WD 270
75. ANS: Distribute Rows button
- PTS: 1 REF: WD 283

MATCHING

76. ANS: B PTS: 1 REF: EX 309
77. ANS: H PTS: 1 REF: EX 309
78. ANS: J PTS: 1 REF: EX 309
79. ANS: I PTS: 1 REF: EX 281
80. ANS: F PTS: 1 REF: EX 281
81. ANS: E PTS: 1 REF: EX 281
82. ANS: D PTS: 1 REF: EX 319
83. ANS: C PTS: 1 REF: EX 313
84. ANS: C PTS: 1 REF: PPT 50
85. ANS: B PTS: 1 REF: PPT 49
86. ANS: G PTS: 1 REF: PPT 15
87. ANS: A PTS: 1 REF: PPT 22
88. ANS: J PTS: 1 REF: PPT 29
89. ANS: E PTS: 1 REF: PPT 35
90. ANS: I PTS: 1 REF: PPT 9
91. ANS: D PTS: 1 REF: PPT 55
92. ANS: F PTS: 1 REF: PPT 43
93. ANS: I PTS: 1 REF: WD 279
94. ANS: G PTS: 1 REF: WD 270
95. ANS: H PTS: 1 REF: WD 270
96. ANS: E PTS: 1 REF: WD 257

97. ANS: D	PTS: 1	REF: WD 249
98. ANS: J	PTS: 1	REF: WD 257
99. ANS: C	PTS: 1	REF: WD 245
100. ANS: A	PTS: 1	REF: WD 240