

Name: \_\_\_\_\_

## Computer Applications Final Exam Study Guide

### Microsoft Word

1. To use \_\_\_\_\_ -and- \_\_\_\_\_, position the pointer on top of the selected text, and then drag the selected text to the new location.
2. The Clipboard is a \_\_\_\_\_ storage place in the computer's memory.
3. To select a \_\_\_\_\_, click the checkbox next to an effect in the Effects section of the dialog box.
4. \_\_\_\_\_ and \_\_\_\_\_ add interest and emphasis to text, but you should use them sparingly.
5. Word \_\_\_\_\_ inserts page breaks where they are needed, and you can also insert a page break \_\_\_\_\_.
6. When formatting marks are displayed, a section break is indicated by a double dotted line across the page with the words \_\_\_\_\_ in the middle.
7. When printing labels, the \_\_\_\_\_ is to print a full page of the same label.
8. The \_\_\_\_\_ contains buttons (icons) for three common commands, and you can add additional Toolbar buttons to it.
9. Press the Keyboard shortcut \_\_\_\_\_ to go to the beginning of the line.
10. When you \_\_\_\_\_ selected text, it is removed from the document and placed on the Clipboard.
11. The appearance of text is called \_\_\_\_\_.
12. Find out the number of characters, paragraphs, and lines in a document by opening the \_\_\_\_\_ dialog box.

13. Examples of text \_\_\_\_\_ are adding bold, italics, or underlining to words to emphasize them.
14. When you use the \_\_\_\_\_ Quick Style, you change a paragraph format so there is no space after it.
15. To insert the current date into a document, on the Ribbon, click the Insert tab. Then, in the Text group, click the \_\_\_\_\_ & - \_\_\_\_\_ button.
16. To correct an error that has been identified with a wavy underline, \_\_\_\_\_ the flagged word or phrase to open a shortcut menu with a list of suggestions to replace the possible error.
17. A \_\_\_\_\_ - \_\_\_\_\_ is when only the first line of a paragraph is indented.
18. You might be surprised to learn that the default setting in a Word document is \_\_\_\_\_ lines, not single spaced.
19. \_\_\_\_\_ refers to positioning text between the top and bottom margins of a document.
20. You can also change a list that you already typed to a bulleted or numbered list by selecting all the items in the list, and then clicking either the Bullets or Numbering button in the \_\_\_\_\_ group.
21. Columns are easy to create in Word. You click the Page Layout tab on the Ribbon, and then, in the \_\_\_\_\_ group, click the Columns button.
22. To insert clip art, click the Insert tab, and then, in the \_\_\_\_\_ group, click the Clip Art button.
23. The squares and circles that appear on the selection rectangle are called \_\_\_\_\_.
24. To create a SmartArt graphic, click the \_\_\_\_\_ tab, and then, in the Illustrations group, click the SmartArt button.
25. To create a new section, click the \_\_\_\_\_ tab, and then in the Page Setup group, click the Breaks button.

26. A \_\_\_\_\_ is an arrangement of text or numbers in rows and columns, similar to a spreadsheet.
27. To edit a comment, \_\_\_\_\_ the comment balloon, and then make your changes.

## Microsoft Excel

28. The cell in the worksheet in which you can type data is called the \_\_\_\_\_ cell.
29. The contents of the \_\_\_\_\_ always appear in the Formula Bar.
30. Numbers that do not fit in the cell are shown as a series of \_\_\_\_\_. (####)
31. When you wrap text, the column width \_\_\_\_\_ the \_\_\_\_\_.
32. A \_\_\_\_\_ is a collection of formatting characteristics you apply to a cell or range of data.
33. The \_\_\_\_\_ and \_\_\_\_\_ method is the fastest way to copy or move data short distances in a worksheet.
34. By default, Excel is set to print pages in \_\_\_\_\_ orientation.
35. Each formula begins with an \_\_\_\_\_ (=).
36. Formulas can include \_\_\_\_\_ than \_\_\_\_\_ operator.
37. Hiding \_\_\_\_\_ removes a row or column from view.
38. A \_\_\_\_\_ is contained in a workbook.
39. Scatter charts are sometimes referred to as \_\_\_\_\_ because they place data points between an x- and y-axis.
40. All chart types are \_\_\_\_\_ interchangeable. For example, data suitable for a pie chart will not always work as a scatter chart.

41. Data \_\_\_\_\_ or \_\_\_\_\_ to a cell replaces any content already in that cell.
42. In Excel, a computerized spreadsheet is called a \_\_\_\_\_.
43. \_\_\_\_\_ appear horizontally and are identified by numbers on the left side of the worksheet window.
44. If you want to specify a precise column width, use the \_\_\_\_\_ dialog box.
45. \_\_\_\_\_ determines the best width for a column or the best height for a row, based on its contents.
46. You can also center cell contents across several columns. Select the cells, and then click the \_\_\_\_\_ & \_\_\_\_\_ button in the Alignment group on the Home tab of the Ribbon.
47. On the Home tab of the Ribbon, the \_\_\_\_\_ group includes buttons for inserting and deleting rows, columns, and cells.
48. Worksheets printed in \_\_\_\_\_ orientation are wider than they are long.
49. The sequence used to calculate the value of a formula is called the \_\_\_\_\_ of \_\_\_\_\_.
50. Cell references that contain both \_\_\_\_\_ and \_\_\_\_\_ references are called mixed cell references
51. In a PMT function, the argument indicated by fv refers to \_\_\_\_\_.
52. To sort data, you first click a cell in the column by which you want to sort a range of data. Click the Data tab on the Ribbon. In the \_\_\_\_\_ & \_\_\_\_\_ group, click ascending or descending sort.
53. To add conditional formatting, select the range you want to analyze. In the \_\_\_\_\_ group on the Home tab, and click the Conditional Formatting button.

54. \_\_\_\_\_ graphics enhance worksheets by providing a visual representation of information and ideas.
55. The chart types are available on the \_\_\_\_\_ tab in the Charts group.
56. A chart, whether embedded in a worksheet or on a chart sheet, is considered part of a \_\_\_\_\_.
57. A \_\_\_\_\_ chart shows the relationship of a part to a whole.

## **Microsoft PowerPoint**

58. The \_\_\_\_\_ controls the formatting for all the slides in the presentation.
59. You can/cannot animate a SmartArt graphic.
60. To make changes to the Word file embedded in the PowerPoint presentation, \_\_\_\_\_ - \_\_\_\_\_ the text you want to edit.
61. When you run the presentation, a navigational \_\_\_\_\_ appears in the lower-left corner of the screen.
62. A good presentation uses \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to convey its point.
63. The area \_\_\_\_\_ of the status bar shows which slide is displayed in the Slide pane and the total number of slides in the presentation.
64. \_\_\_\_\_ refers to the way each new slide appears on the screen.
65. \_\_\_\_\_ is text, objects, graphics, or pictures that have motion.
66. You can view a presentation four different ways: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
67. \_\_\_\_\_ view gives you an overview of all the slides in a presentation.

68. A \_\_\_\_\_ shows you thumbnails of a theme or effect that will be applied.
69. The \_\_\_\_\_ is how objects are placed on a slide.
70. You use \_\_\_\_\_ view to set slide timings, transitions, and animations.
71. Using the Handouts option, you can print handouts with \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ slides per page.
72. When you hover over a theme, the name of the theme appears, and the selected slide will show a \_\_\_\_\_ of the effect of the theme on the slide.
73. You can use a \_\_\_\_\_ to change the appearance of your slides without changing the content.
74. In Normal view, PowerPoint places the new slide after the \_\_\_\_\_ using the same layout as the selected slide.
75. To add speaker notes, click in the Notes pane below the slide and begin typing, or switch to \_\_\_\_\_ view.
76. To change the appearance of the bullets throughout a presentation, make the changes on the \_\_\_\_\_.
77. If a content placeholder appears on a slide, you can choose from six objects: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
78. \_\_\_\_\_ allows you to work with several items as if they were one object.
79. You can use the Format Painter button to copy text attributes such as \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ to other text.

80. To align a text box or picture, you can add \_\_\_\_\_ and \_\_\_\_\_ to the slide as you are creating it.
81. If you want to insert an Action button that is a shape not in the Action buttons group, use the \_\_\_\_\_ gallery to draw the shape that you want as the button.

### **Microsoft Access**

82. After you delete a record, you cannot use the \_\_\_\_\_ command to restore it.
83. Any changes that you make in Design view are automatically updated in \_\_\_\_\_ view when you save the table.
84. You can add fields in \_\_\_\_\_ order to the design grid.
85. In \_\_\_\_\_ view, you can rearrange the order of the fields in a datasheet by dragging them to a new location.

### **Microsoft Publisher**

86. \_\_\_\_\_ (example: Attention Getter) are used to further enhance a publication's appearance.
87. Using the Design Checker will find and automatically fix some errors, while others must be fixed \_\_\_\_\_.
88. One can/cannot change the picture on a publication template before clicking on the Create button.
89. The \_\_\_\_\_ includes placeholders for text and graphics as well as layout guides.
90. The \_\_\_\_\_ feature in Publisher allows one to line up objects by their tops, bottoms, centers, and left or right sides.