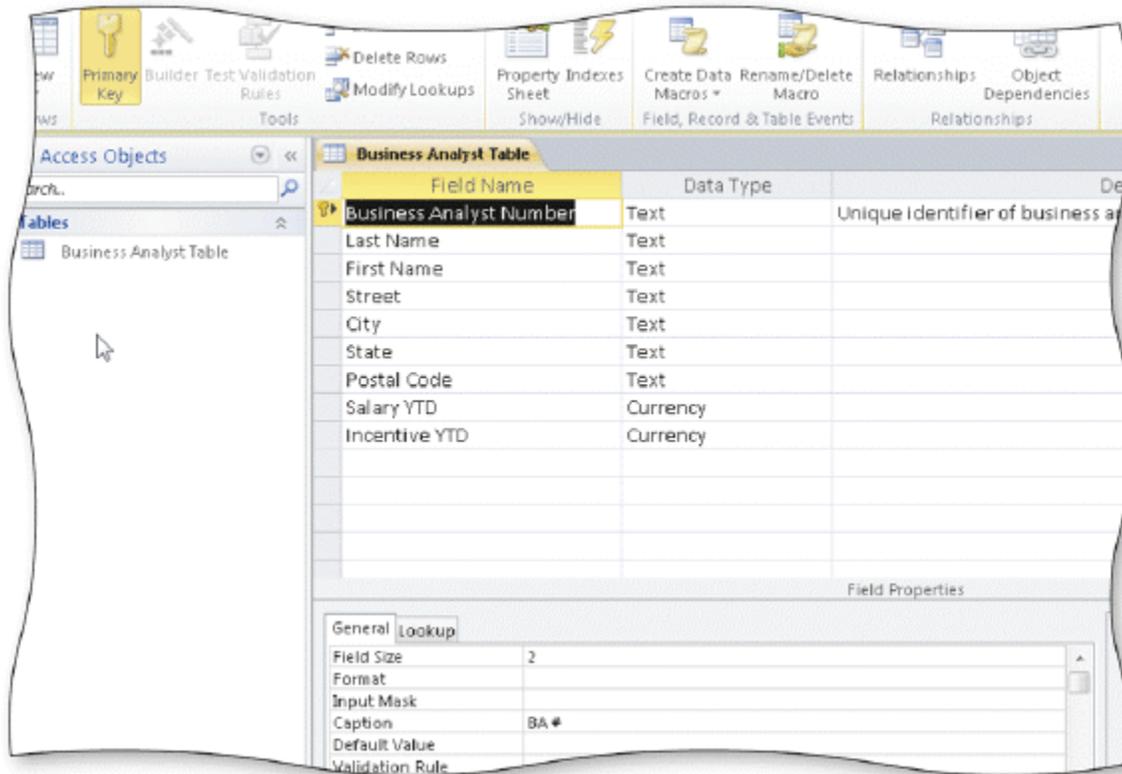
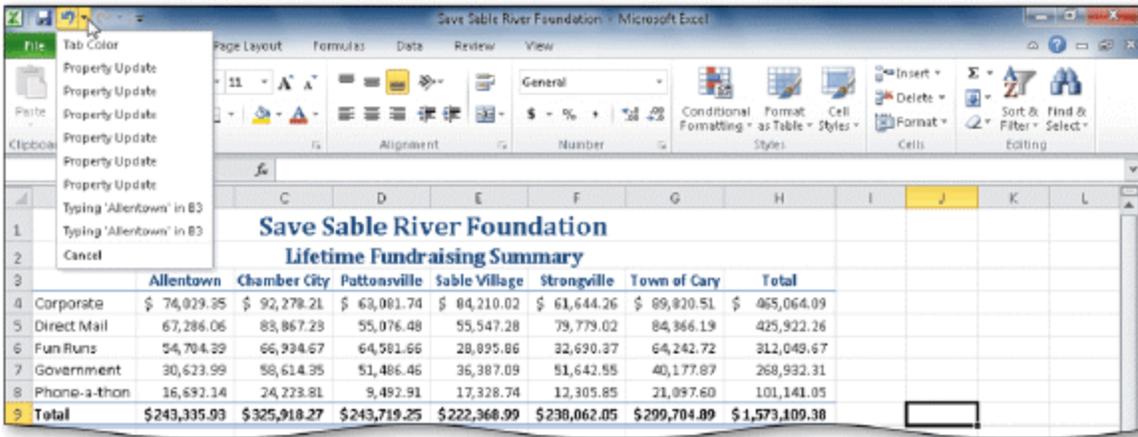


Spring Semester Study Guide

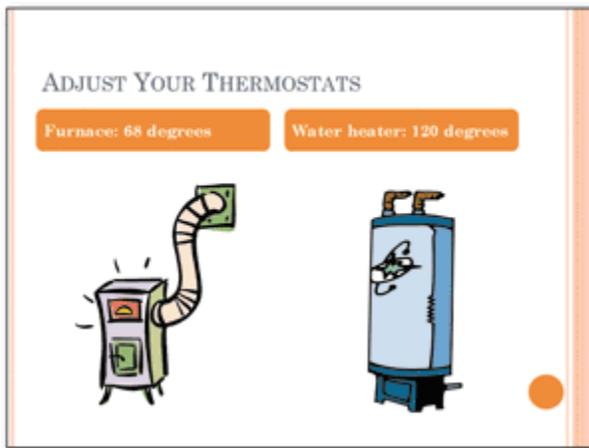
1. When you create a table in Datasheet view, Access automatically adds a field called **ID** as the first field in the table.
2. To undo the most recent change to a table structure, click the **undo** button on the Quick Access Toolbar.



3. In the accompanying figure, the small box or bar to left of each field is called the **row selector**.
4. To open a table in Design view, right-click the table in the Navigation Pane and then click **design view** on the shortcut menu
5. To import data to a table, click the **external data** tab on the Ribbon.
6. To delete a database object, right-click the object in the Navigation Pane and then click **delete** on the shortcut menu.
7. Clicking the **enter** box completes an entry.
8. Pressing the **right arrow** key to complete an entry activates the adjacent cell to the right.
9. In Excel, a number can contain the characters **0 1 2 3 4 5 6 7 8 9, + - () , / . \$ % E e**.
10. The **home** key moves the insertion point to the beginning of data in a cell.

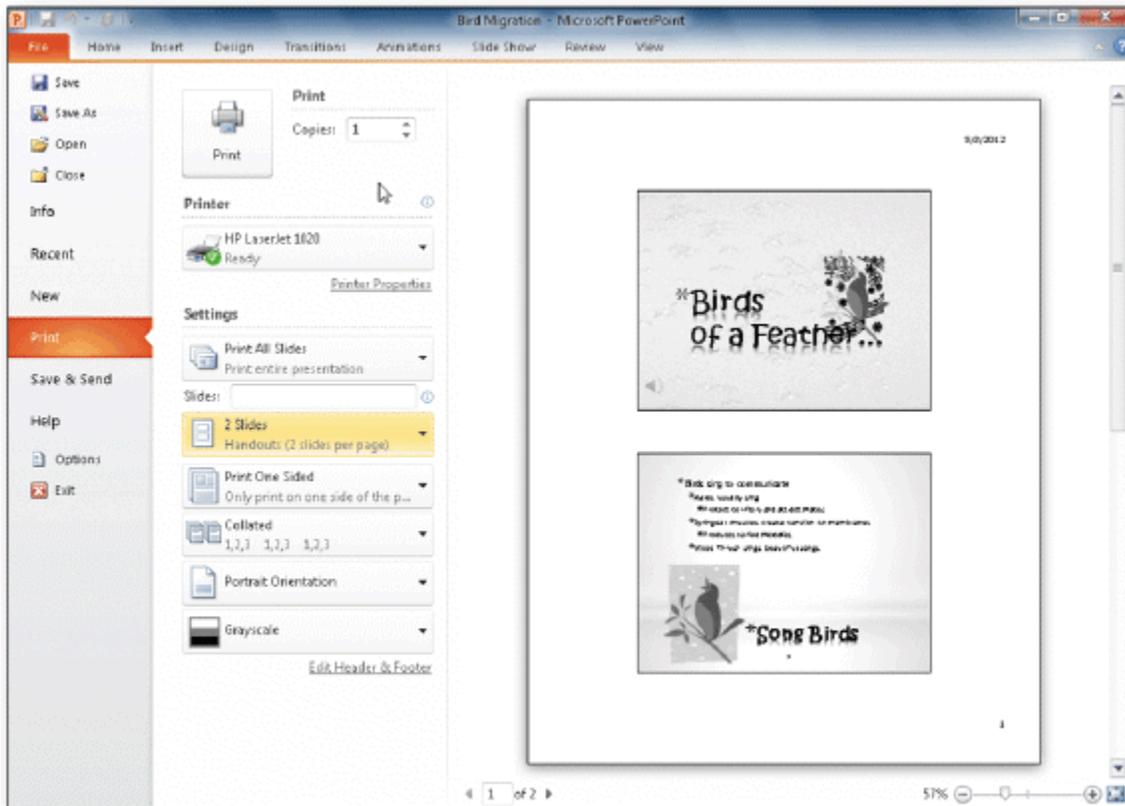


11. The **undo** button is located on the Quick Access Toolbar, as shown in the accompanying figure.
12. Excel remembers the last **100** actions you have completed.
13. To start a new line in a cell, press the **ALT+ENTER** keys.
14. A **blank** cell in Excel has a numerical value of zero.
15. **Home tab | Editing group** is the path to the Sum button.
16. The **MIN** function determines the lowest number in a range.
17. The most popular background color is **blue**.
18. When you decrease the row height to **zero**, the row is hidden.
19. **Review tab | Proofing group** is the path to the Spelling button.
20. A PowerPoint **presentation** can help you deliver a dynamic, professional-looking message to an audience.

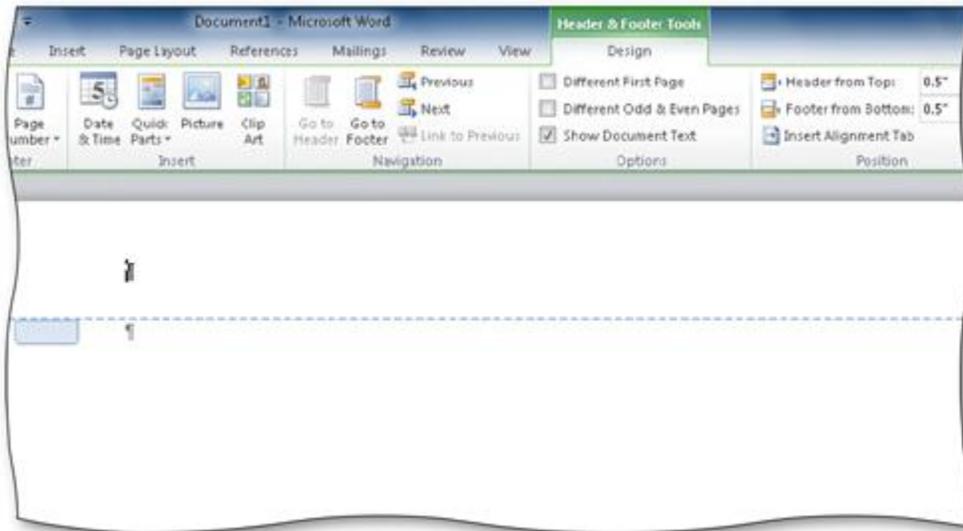


21. The accompanying figure illustrates the **comparison** slide layout.
22. A **document theme** provides consistency in design and color throughout the entire presentation.
23. The default document theme is the **office theme**.
24. The Themes gallery is located on the **design** Ribbon tab.
25. The Italic button is located on the **mini toolbar**.

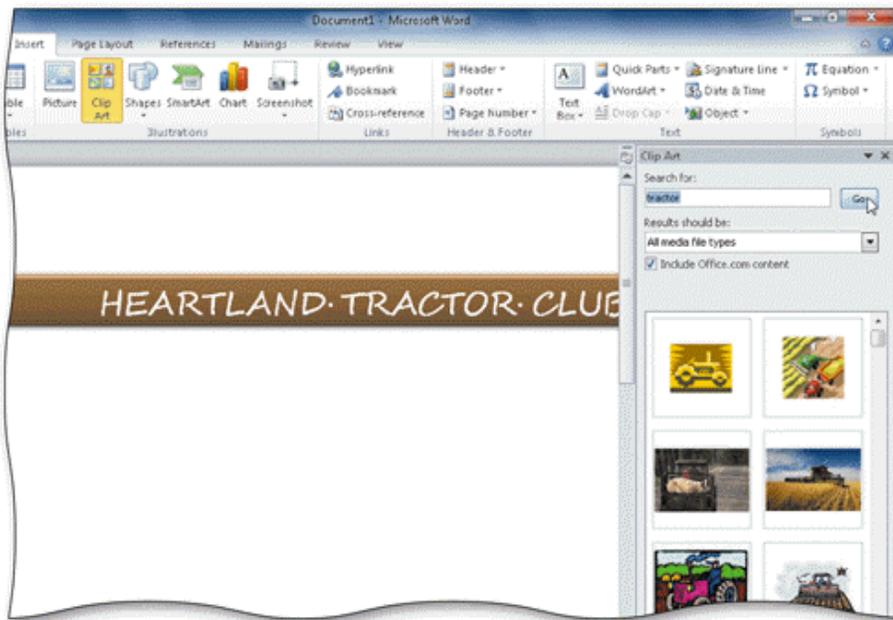
26. **Accent** colors are designed as colors for secondary features on a slide.
27. The default **hyperlink** color is set when you type text.
28. You can insert a picture saved in a file into a slide by clicking the Insert Picture from File button on the **Insert tab | Images group**.
29. **Live preview** in PowerPoint allows you to see what a picture border color change will look like before you apply it?
30. **Transparency** allows you to see through a slide background or a color.
31. You can use **tiling** options to repeat a background image many times vertically and horizontally on a slide.
32. **Fill** effects add pattern and texture to a slide's background, which add depth to a slide.
33. The WordArt **outline** is the exterior border surrounding each letter or symbol.
34. The **color** gallery has a wide variety of preset formatting combinations for coloring pictures.
35. Click **bring forward** to move a stacked object toward the top of the stack.
36. A **left-aligned** paragraph places the first character of a text line near the left border of a placeholder.
37. **Reading** view is similar to Slide Show view.
38. You can set play options for a video clip with buttons in the Video Options group on the **video tools playback** tab.
39. PowerPoint classifies animated **gif** files as a type of video or movie because the clips have movement or action.
40. Animated GIF files move only in **slide show and reading** views.
41. As you develop a lengthy presentation with many visuals, **handouts** may help you organize your material.



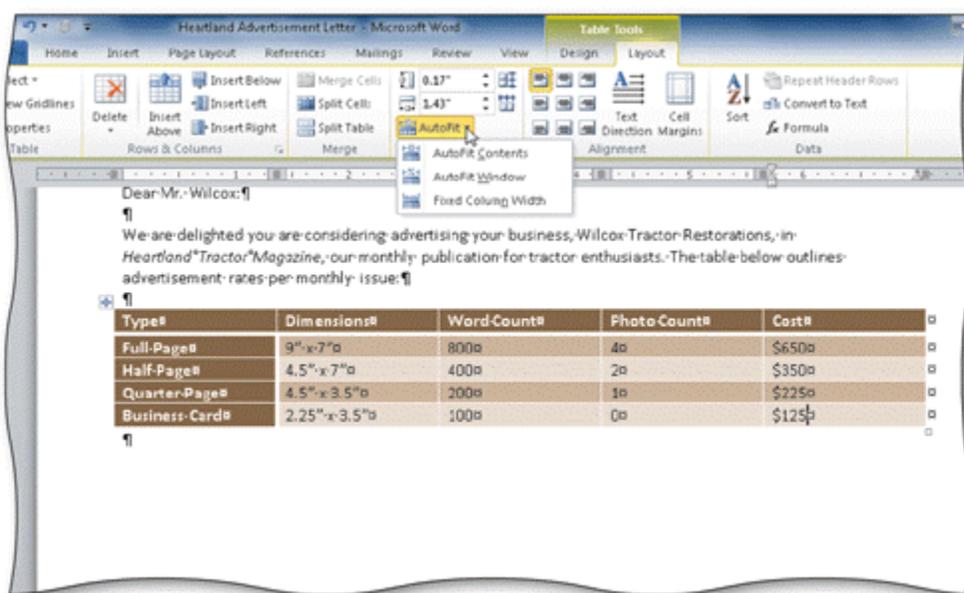
42. You can click the Print tab in **backstage** view to preview your slides and set print options, as shown in the accompanying figure.
43. Press the ENTER key **to insert a blank line, to begin a new paragraph, and in response to prompts in Word dialog boxes.**
44. To move to the beginning of a line with the keyboard, press the **home** key(s).
45. Word includes a variety of document **themes** to assist you with coordinating these visual elements in a document.
46. A(n) **bulleted** paragraph is a paragraph that begins with a dot or other symbol.
47. If the top of a set of characters is chopped off, then line spacing may be set to **exactly**.



48. Headers (as shown in the accompanying figure) and footers can include text and graphics, as well as the **current date, current time and page number.**
49. Headers print in the top margin **one-half** inch from the top of every page.
50. The shortcut keys for the **superscript** character formatting are CTRL+SHIFT+PLUS SIGN.
51. The **AutoCorrect** feature automatically corrects typing, spelling, capitalization, or grammar errors as you type them.
52. A(n) **field** is a placeholder for data whose contents can change.
53. To search for a special character, use the **special** button in the expanded Find dialog box.
54. To search for formatting or a special character, click the **more** button to expand the Find dialog box.
55. An effective business document should **have a professional appearance, convey its message concisely, and convey its message clearly.**
56. All of the following are guidelines about the appearance of letterhead elements – **use fonts easy to read, consider formatting your name in bold, and choose colors that convey your goals.**
57. Word provides a(n) **grow font** button, which increases the font size of selected text each time you click the button.



58. Files containing **graphics**, like those in the accompanying figure, are available from a variety of sources.
59. Having used the Color gallery to change the color of a graphic, with the graphic selected, click **no recolor** in the Color gallery to change a graphic back to its original color.
60. To display the Rotate gallery, with the graphic selected, click the Rotate button in the **arrange** group on the Picture Tools Format tab.
61. You can make one color in a graphic **transparent**, that is, removing its color.
62. Word, by default, places a tab stop at every **.5"** mark on the ruler.
63. In a business letter, the **salutation**, if present, begins two lines below the last line of the inside address.
64. In the **modified block style** letter, the date, complimentary close, and signature block are positioned approximately one-half inch to the right of center or at the right margin.



65. To select a **cell** in the table in the accompanying figure, point to its left edge and click when the mouse pointer changes to a small solid upward angled pointing arrow.

66. The AutoCorrect feature can automatically capitalize the first letter in the names of days.
67. When entering dollar values in cells, you do not have to type the dollar sign (\$), commas, and any trailing zeros.
68. If each cell in a selected range is next to a row of numbers, Excel assigns the SUM function to each cell in the selected range when the Sum button is clicked.
69. Excel can display characters in more than three font colors: black, red, and blue.
70. To use the AutoCalculate area, select the range of cells containing the numbers for a calculation you want to verify and then double-click the AutoCalculate area to display the Customize Status Bar shortcut menu.
71. With Excel in Edit mode, you can edit cell contents directly in the cell.
73. You can choose a category in the Number tab in the Format Cells dialog box and then select the number of decimal places, whether or not a dollar sign should be displayed, and how negative numbers should appear.
74. Web Collections clips reside on the Microsoft Clip Art and Media Home page on the Microsoft Office Online Web site.
75. You can insert pictures, such as scanned photographs, line art, and artwork, into a presentation.
76. Just like clip art, you can resize a photograph using the mouse.
77. Accent colors in a document theme are designed as colors for secondary features on a slide.
78. You can double-click a picture to display the Picture Tools and Format tabs.
79. Adjusting a fill's gradient allows you to see through the background so that any text on a slide is visible.
80. Well-produced video clips add value when they help explain a procedure or show movement that cannot be captured in a photograph.
81. PowerPoint classifies .gif files as a type of video or movie because the clips have movement or action.
82. If Word finds a potential error in a document, a red, green, or blue wavy underline flags the problem.
83. When typing, the insertion point moves to the right, and when the end of a line is reached, it moves downward to the next line.
84. Each time the ENTER key is pressed, Word creates a new paragraph.
85. Wordwrap does not force you to stop typing words and press the ENTER key at the end of each line.
86. Paragraph formatting does not require the paragraph to be selected prior to formatting.



87. If you do not use the transparent Mini toolbar, as shown in the accompanying figure, it disappears from the screen.
88. A selected graphic can be resized using the Shape Height and Shape Width text boxes in the Size group on the Format tab on the Picture Tools tab.
89. With electronic images of documents, such as PDF and XPS, users do not have the software that created the original document in order to view the PDF or XPS file.
90. If you want to print a single copy of a document, display the Print dialog box by clicking the Print button on the Standard toolbar.
91. The MLA style uses the term works cited.
92. To use Click and Type, you left-click a blank area of the document window.
93. From within Word, you can search through various forms of reference information.
94. You can use your own creative skills to design and compose business documents.
95. When you insert an object in a document, Word always inserts it as a single object.
96. Click File on the Ribbon to open the Backstage view, click the New tab to display the New gallery, click the Blank document button, and then click the create button to open a new blank document window.
97. Each time the ENTER key is pressed, any custom tab stops are carried forward to the next paragraph.
98. When a custom tab stop is set, the tab marker on the ruler reflects the alignment of the characters at the location of the tab stop.
99. To move a custom tab stop, drag the tab marker to the desired location on the ruler.
100. Formatting marks, such as the end-of-cell mark, do not print on a hard copy.

Type	Dimensions	Word Count	Photo Count	Cost
Full Page	9" x 7"	800	4	\$650
Half Page	4.5" x 7"	400	2	\$350
Quarter Page	4.5" x 3.5"	200	1	\$225
Business Card	2.25" x 3.5"	100	0	\$125

101. The column boundary, the border to the right of a column as shown in the accompanying figure, can be dragged until a column is at a desired height.
102. **Status Bar** - Presents information about the database object, the progress of current tasks, and the status of certain commands and keys.
103. **DBDL** - A commonly accepted shorthand representation for showing the structure of a relational database.
104. **Print Preview** - View that shows a report as it will appear when printed.
105. **Layout View** - View that shows a report on the screen and allows changes to the report.
106. **Textures Gallery** - Contains 24 pictures that give appearance of a physical object.
107. **CTRL+SHIFT+F** - Open the Font dialog box.
108. **Format Painter** - Copy all formatting changes from one object to another.
109. **Picture Effects** - More control over the exact look of an image.
110. **Parenthetical References** - Used in MLA style instead of noting each source at the bottom of the page.
111. **Shortcut Keys** - Used to format text as you type it.
112. **Click and Type** - Used to format and enter text, graphics, and other items.
113. **AutoCorrect** - Word feature that fixes errors as you type them in the document.
114. **Vertical Ruler** - Displays along the left edge of the Word window.