**Ms. Greene**

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**Business Computer Applications – Study Guide**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WORD UNIT A**

1. Which task does Word NOT give you the ability to accomplish? (Word p.2)

|  |  |
| --- | --- |
| a. | Perform calculations in a spreadsheet. |
| b. | Format text and paragraphs with fonts and colors. |
| c. | Copy and move text between documents. |
| d. | Add graphics and charts to a document. |

1. The \_\_\_\_ indicates where text appears as you type. (Word p.4)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | selection pointer | c. | I-beam pointer |
| b. | ScreenTip | d. | insertion point |

1. Word tabs, such as the FILE and HOME tabs, are organized in groups on the \_\_\_\_. (Word p. 4)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Ribbon | c. | title bar |
| b. | status bar | d. | Quick Access toolbar |

1. Which Word feature causes red and green wavy lines to appear under words as you type? (Word p. 6)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | ScreenTips | c. | spelling and grammar checking |
| b. | AutoComplete | d. | AutoCorrect |

1. Which key is used to remove the character before the insertion point? (Word p.6)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | [Tab] | c. | [Delete] |
| b. | [Backspace] | d. | [Enter] |

1. Which feature in Word automatically corrects typos, minor spelling errors, and capitalization as you type? (Word p. 6)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | AutoComplete | c. | AutoCorrect |
| b. | Spelling and Grammar | d. | AutoType |

1. When you save a document, what is the name you give it called? (Word p.8)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | file extension | c. | filename |
| b. | document name | d. | document title |

1. Which button do you click to show formatting marks in a document? (Word p.10)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Formatting button | c. | Show Marks button |
| b. | Show Formatting button | d. | Show/Hide ¶ button |
|  |  |  |  |

**WORD UNIT B**

1. Which command is used to insert text that is stored on the Clipboard into a document? (Word p. 26)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Copy | c. | Paste |
| b. | Drop | d. | Insert |

1. Where is the Show/Hide ¶ button? (Word p. 26)

|  |  |
| --- | --- |
| a. | in the Paragraph group on the HOME tab |
| b. | in the Symbols group on the DESIGN tab |
| c. | in the Symbols group on the INSERT tab |
| d. | in the Paragraph group on the LAYOUT tab |

1. What is the keyboard shortcut for saving a document? (Word p. 27)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | [Ctrl][A] | c. | [Ctrl][S] |
| b. | [Ctrl][X] | d. | [Ctrl][C] |

1. What is the keyboard shortcut for pasting text? (Word p.27)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | [Ctrl][C] | c. | [Ctrl][X] |
| b. | [Ctrl][P] | d. | [Ctrl][V] |

1. Which feature would you use to correct words that you frequently misspell as you type? (Word p.35)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Spelling and Grammar | c. | Find and Replace |
| b. | AutoCorrect | d. | AutoComplete |

**WORD UNIT C**

1. By default, how is text aligned? (Word p.56)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | justified | c. | centered |
| b. | left-aligned | d. | right-aligned |



1. In the accompanying figure above, the text labeled 1 is \_\_\_\_.(Word p.57)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | left-aligned | c. | center-aligned |
| b. | right-aligned | d. | justified |

1. In the accompanying figure above, the text labeled 2 is \_\_\_\_. (Word p.57)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | left-aligned | c. | center-aligned |
| b. | right-aligned | d. | justified |

1. In the accompanying figure above, the text labeled 4 is \_\_\_\_. (Word p.57)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | left-aligned | c. | center-aligned |
| b. | right-aligned | d. | justified |

**POWERPOINT UNIT A**

1. Which of the following items can you import into a presentation? (PowerPoint p.2)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | photographs | c. | text |
| b. | numerical data | d. | All of the above. |
|  |  |  |  |

1. With PowerPoint, you can import text, photographs, numerical data, and facts from files created in such programs as \_\_\_\_. (PowerPoint 15)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Microsoft Word | c. | Microsoft Access |
| b. | Microsoft Excel | d. | All of the above. |

ANS: D

1. \_\_\_\_ view displays your presentation on the whole computer screen. (PowerPoint p.15)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Slide Sorter | c. | Outline |
| b. | Slide Show | d. | Notes Page |

**POWERPOINT UNIT B** 

1. In the accompanying figure above, the small vertical line that is sticking down from the rectangular graphic is the \_\_\_\_.

|  |  |  |  |
| --- | --- | --- | --- |
| a. | adjustment handle | c. | Convert to SmartArt Graphic button |
| b. | rotate handle | d. | resize handle |

1. In the accompanying figure above, the yellow circle in the lower-right corner of the rectangular graphic is a(n) \_\_\_\_. (PowerPoint p. 33)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | sizing handle | c. | adjustment handle |
| b. | resizing handle | d. | rotate handle |

**POWERPOINT UNIT C**

1. The default 2D chart in the Insert Chart dialog box is the \_\_\_\_ chart. (PowerPoint 56)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Line | c. | Clustered Column |
| b. | Bar | d. | Pie |
|  |  |  |  |

1. Which key is pressed to go to the last slide in a slide show? (PowerPoint 79)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | [End] | c. | [Esc] |
| b. | [E] | d. | [Enter] |

1. Entrance and Exit are \_\_\_\_. (PowerPoint 82)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a. | transition settings |  | c. | animation effects |
| b. | animation categories |  | d. | transitions |

1. When PowerPoint finds a misspelled word or a word that is not in its dictionary, the \_\_\_\_ pane opens. (PowerPoint p.84)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | Glossary | c. | Dictionary |
| b. | Spelling | d. | Grammar |

**EXCEL UNIT A**

1. An electronic \_\_\_\_ is an application you use to perform numeric calculations and to analyze and present numeric data. (Excel p.2)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | database | c. | dataform |
| b. | spreadsheet | d. | project |
|  |  |  |  |

1. In Excel, the electronic spreadsheet you work in is called a \_\_\_\_. (PowerPoint 2)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | tablet | c. | numericsheet |
| b. | databook | d. | worksheet |



1. As shown in the accompanying figure above, item \_\_\_\_ points to the Name box. (Excel p.5)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 3 |
| b. | 2 | d. | 4 |

1. As shown in the accompanying figure, item \_\_\_\_ points to the formula bar. (Excel p.5)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 3 |
| b. | 2 | d. | 4 |

1. As shown in the accompanying figure, item \_\_\_\_ points to the cell pointer, which outlines the active cell. (Excel p.5)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | 1 | c. | 3 |
| b. | 2 | d. | 4 |

1. All Excel formulas begin with the \_\_\_\_. (Excel p.6)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | plus sign (+) | c. | equal sign (=) |
| b. | asterisk (\*) | d. | slash (/) |



1. In the accompanying figure, the entry in cell B15 is a \_\_\_\_. (Excel p.8)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | label | c. | calculation |
| b. | formula | d. | value |

1. In the accompanying figure, the entry in cell B5 is a \_\_\_\_. (Excel p.8)

|  |  |  |  |
| --- | --- | --- | --- |
| a. | label | c. | graphic |
| b. | formula | d. | value |

**ANSWER KEY**

1. A
2. D
3. A
4. C
5. B
6. C
7. C
8. D
9. C
10. A
11. C
12. D
13. B
14. B
15. B
16. C
17. A
18. D
19. D
20. B
21. B
22. C
23. C
24. A
25. B
26. B
27. B
28. D
29. A
30. C
31. B
32. C
33. B
34. D