
Student Name: _____

Teacher: _____

Date: _____

District: Granville

Assessment: 9_12 Business and IT BM10 - Microsoft Word and PowerPoint Test 4

Description: Final Exam Review-All objectives

Form: 501

1. Nathan is using a business letter template he created earlier and wants to save it with all the customers information. What file type should he select?

- A. Template**
- B. Macro**
- C. Document**
- D. Building Block**

2. Which bar presents information about a document, the progress of current tasks, and the status of certain commands and keys, and also provides controls for viewing the document?

- A. Task**
- B. Scroll**
- C. Tool**
- D. Status**

3. How do you access Word 2010 Help from the Word Window?

- A. Click the Microsoft Office Word Help button in the upper right corner of the Word window**
- B. Press the F2 key**
- C. Choose the Help command on the View Ribbon**
- D. Click the Microsoft Office Word Help button in the lower left corner of the Word window**

4. Trey wants to use the Black Tie Newsletter template created by Office.com . Which icon would he select to create this document?

- A. Blank Document**
- B. Sample Templates**
- C. My Templates**
- D. Recent Templates**

5. On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline?
- A. Print Layout
 - B. Draft
 - C. Outline
 - D. Web Layout
6. What area is used to provide information about the author, title, subject, keywords, category, and comments that describe the document?
- A. Document Properties Panel
 - B. Document Information Panel
 - C. Word Options dialog box
 - D. File Save as Options Screen
7. The principal emailed the staff to inform them about new policy changes for cell phone use. Which type of document is the most appropriate to use?
- A. Memo
 - B. Business Letter
 - C. Newsletter
 - D. Agenda
8. Nathan has created a new business letter and wants to use it repeatedly. What file type does he need to select when saving to protect his original letter?
- A. Template
 - B. Macro
 - C. Document
 - D. Building Block
9. What are the built-in or predefined styles used for formatting text called?
- A. Auto Styles
 - B. Instant Styles
 - C. Quick Styles
 - D. Normal Styles
10. Which of the following hidden formatting symbol represents a tab stop in a document?
- A. A small black dot
 - B. A small dash
 - C. A black arrow pointing right
 - D. A single quotation mark

11. Which of the following refers to how the left and right edges of a paragraph align on a page?

- A. Indent
- B. Flow
- C. Position
- D. Alignment

12. John wants add predefined formatting to his table. Which option should he choose?

- A. Border
- B. Page Border
- C. Shading
- D. Styles

13. Which option on the Apply Styles dialog box changes the settings for a selected style?

- A. Change Styles
- B. Edit
- C. Modify
- D. New Style

14. In Word 2010, what is the name of the group formatting characteristics called?

- A. Style
- B. Effects
- C. Cluster
- D. Group

15. Which command group in the Table Tools Layout Ribbon contains the command to modify the height or width of rows and columns in a table?

- A. Editing
- B. Cell Size
- C. Rows and Columns
- D. Table Styles

16. Johanna wants to navigate across columns to the right in her table. Which option should she choose?

- A. Tab
- B. Enter
- C. Shift + Tab
- D. Shift + Enter

17. Mark created a three column newsletter. He wants to increase more words per line in each column. What should Mark do?
- A. Adjust column width
 - B. Adjust column spacing
 - C. Insert a column break
 - D. Insert a vertical line between columns
18. Which of the following are valid placement options for page numbers in a document?
- A. Left of page or bottom of page
 - B. Top of page or bottom of page
 - C. In the endnote or top of page
 - D. Top of page or in the footnote
19. What are the text and graphics that print at the bottom of every page in a Word 2010 document called?
- A. Footnote
 - B. Endnote
 - C. Footer
 - D. Closer
20. Where is the command to divide a Word 2010 document into multiple columns located?
- A. Home Ribbon, Paragraph group
 - B. Home Ribbon, Styles group
 - C. Insert Ribbon, Text group
 - D. Page Layout Ribbon, Page Setup group
21. What does Word 2010 automatically insert when it determines the text has filled one complete page allowed by the page size, margin settings, line spacing, and other settings?
- A. Line change
 - B. Soft line change
 - C. Page break
 - D. Soft page change
22. Which ribbon contains the command to change the preset margin settings in a Word 2010 document?
- A. Home
 - B. Insert
 - C. Page Layout
 - D. Review

23. What is the default space between columns?

- A. 1 inch**
- B. 0.25 inch**
- C. 1.25 inch**
- D. 0.5 inch**

24. Which ribbon contains the command to create headers in a document?

- A. File**
- B. Home**
- C. Insert**
- D. Page Layout**

25. Which type of drawing object enables users to create shadowed, rotated, stretched, and wavy text effects?

- A. SmartArt**
- B. WordArt**
- C. DrawingArt**
- D. EasyArt**

26. Which ribbon includes the command for inserting charts that illustrate or compare data?

- A. File**
- B. Home**
- C. Insert**
- D. Draw**

27. Angie is designing a band flyer and wants a picture of a drum set to appear behind the text. Which command should she use?

- A. Crop**
- B. Sizing Handles**
- C. Wrap Text**
- D. Position**

28. Which command is used to insert a picture file from a storage device into a document?

- A. Screenshot**
- B. Import**
- C. Picture**
- D. ClipArt**

29. What is the descriptive text placed below an object called?

- A. Footer**
- B. Endnote**
- C. Footnote**
- D. Caption**

30. What is the name of a capital letter that is the first letter in a paragraph but is set in a larger font size than the rest of the characters in the paragraph?

- A. Paragraph starter**
- B. Drop cap**
- C. Line starter**
- D. Paragraph capital**

31. Kim inserted a rectangular shape into her Word document. She wanted the shape to transition from one color to another. Which shape fill option should she use?

- A. Texture**
- B. Solid Color**
- C. Picture**
- D. Gradient**

32. What group in the Review Ribbon contains the command to accept or reject changes made to a document?

- A. Proofing**
- B. Compare**
- C. Tracking**
- D. Changes**

33. When comments are inserted into a Word 2010 document, how can they be removed?

- A. Review Ribbon, Comments group, Delete command**
- B. Insert Ribbon, Delete Comment command**
- C. Double-click the comment to delete**
- D. Review Ribbon, Comments group, Remove command**

34. Which feature in Word 2010 highlights insertions, deletions, or formatting modifications in a document?

- A. Track Changes**
- B. Reviewer**
- C. Mark Entry**
- D. Compare**

35. Which Track Changes command allows a user to see what a document looked like before any changes were made to it?
- A. Reject All Changes
 - B. Original
 - C. Remove Edits
 - D. Show Markup
36. What is the name of the note that can be inserted into a Word 2010 document by a reviewer to communicate suggestions, alerts, or tips to the author?
- A. Footnote
 - B. Citation
 - C. Comments
 - D. Caption
37. Which feature of Word 2010 automatically corrects typing, spelling, capitalization, or grammar errors as they are typed?
- A. AutoCorrect
 - B. Spell & Grammar Check
 - C. AutoSpell
 - D. AutoCheck
38. Which ribbon has commands that enable a user to compare or combine various versions of a document?
- A. References
 - B. Review
 - C. Mailings
 - D. View
39. On the Insert Ribbon, which command creates a link to a webpage, picture, email address, or program?
- A. Bookmark
 - B. Cross-reference
 - C. Hyperlink
 - D. Caption
40. What is a reference note inserted at the bottom of the page using the References Ribbon called?
- A. Footer
 - B. Endnote
 - C. Footnote
 - D. Caption

41. What is a quick reference point that gives the reader an overview of where to find content throughout the document?
- A. Citation
 - B. Table of Contents
 - C. Cross-reference
 - D. Table of authorities
42. Which of the following is a reference note that is displayed at the end of the document?
- A. Footer
 - B. Endnote
 - C. Footnote
 - D. Caption
43. What is the name of the pane that displays a step-by-step progression that guides a user through the creation of a mail merge?
- A. Mail Merge Task Pane
 - B. Document Merge Task Pane
 - C. Mailings Task Pane
 - D. Merge Task Pane
44. Joan is creating a new mail merge document, and wants to send it to her customers most commonly communicated with by email. Which Word feature would she use?
- A. Type New List
 - B. Use Existing List
 - C. Select From Outlook Contacts
 - D. Address Block
45. Ivan needs to send a letter to all of his customers. He wants to add the customer's names and addresses to the letter. What should he insert?
- A. Main document
 - B. Merge Document
 - C. Data Source
 - D. Merge Fields

46. In order to save merged documents in a file or edit the contents of the individual merged letters, which merge option should be selected?
- A. Edit individual letters
 - B. Merge and Print
 - C. Merge and Save
 - D. Merge and Review
47. After reviewing the PowerPoint presentation rubric for History class, Ava realizes that she should have used the same font in each slide. Which pane will allow her to quickly make this revision?
- A. Notes
 - B. Outline
 - C. Slides
 - D. Task
48. Which PowerPoint 2010 pane shows the current slide as it will appear during the slide show?
- A. Note
 - B. Slide
 - C. Outline
 - D. File
49. What feature automatically revises typing errors based upon information contained in Microsoft Office 2010's standard dictionary?
- A. Autofix
 - B. AutoCorrect
 - C. AutoSpell
 - D. AutoText
50. Cindy has created a report in her biology class using Word 2010 and would like to save time by using the content of that report to create a presentation. Which option under New Slide would she choose to import that information?
- A. Slides from Outline
 - B. Duplicate Selected Slides
 - C. Reuse Slides
 - D. New Slide

51. In PowerPoint 2010, what command is used to save an existing presentation with a new name or in a new location?

- A. Exit**
- B. Close**
- C. Save**
- D. Save As**

52. Which group on the Home Ribbon contains commands to create new slides in a presentation?

- A. Paragraph**
- B. Slides**
- C. Drawing**
- D. Editing**

53. Which print setting creates printouts of an entire slide on the top of the page and an area for speaker notes below the slide?

- A. Full Page Slides**
- B. Notes Pages**
- C. Outline**
- D. Handouts**

54. What does the wavy, red line under a word in a presentation mean?

- A. Misspelling**
- B. Grammar Error**
- C. Synonym available**
- D. Antonym available**

55. Sharon wants to be able to quickly locate the 12th slide in her science presentation. Which option in the Header and Footer dialog box would she select?

- A. Date and Time (Update automatically)**
- B. Date and Time (Fixed)**
- C. Slide number**
- D. Footer**

56. Maria adds text to a bulleted list on slide 5 of her presentation. On the text that she adds, she does not want a bullet. Using commands on the Home tab, how does she remove the bullet that automatically appears?

- A. Numbering**
- B. Bullets**
- C. Decrease List Level**
- D. Increase List Level**

57. Which command is used to remove any unwanted parts of a picture in a slide?

- A. Crop**
- B. Cut**
- C. Draw**
- D. Amend**

58. Which of the following terms refers to combining multiple objects into a single object?

- A. Joined**
- B. Clustered**
- C. Grouped**
- D. Assembled**

59. Which of the following includes illustrations, photographs, videos, and audio stored in collections for easy access?

- A. Images**
- B. Styles**
- C. Clipart**
- D. Themes**

60. Keisha wants to resize the graphic on slide 4 of her Allied Health presentation. What is the first step to accomplish this task?

- A. Select**
- B. Copy**
- C. Paste**
- D. Drag and Drop**

61. What is the purpose of using the corner resizing handles to resize a graphic?

- A. To have access to Picture Tools while resizing**
- B. To resize and recolor the graphic simultaneously**
- C. To incrementally resize the graphic**
- D. To maintain aspect ratio of the graphic**

62. Which ribbon contains the command for applying Table Styles to a table in a slide?

- A. Insert**
- B. Table Tools Design**
- C. Table Tools Layout**
- D. Styles**

63. What is inserted into a slide to illustrate the data from a spreadsheet?

- A. SmartArt**
- B. Image**
- C. Chart**
- D. Diagram**

64. Which group on the Insert Ribbon contains the command to insert a chart into a slide?

- A. Images**
- B. Illustrations**
- C. Links**
- D. Media**

65. Which ribbon provides the command to split selected cells in a table into multiple cells?

- A. Insert**
- B. Table Tools Design**
- C. Table Tools Layout**
- D. Styles**

66. In a table, what is the intersection of a column and a row called?

- A. Cell**
- B. Box**
- C. Connector**
- D. Block**

67. Which ribbon contains commands that apply an entrance effect to a chart?

- A. Animations**
- B. Chart Tools Design**
- C. Chart Tools Layout**
- D. Transitions**

68. Which command is used to specify the length of the transition effect for each slide in a presentation?

- A. Rehearse**
- B. Preview**
- C. Timing**
- D. Duration**

69. Tanya wants slide 1 to stay on the screen for 30 seconds. Which of the following would she use to complete this task?
- A. On Mouse Click
 - B. Duration
 - C. Effect Options
 - D. Advance Slide After
70. T.J., the drum major for the band, designed a PowerPoint for Homecoming which animates how each section of the band will be introduced on the field. He wants to reverse the order of the entrance of drums and french horns on slide seven. Which feature would he choose to complete this order change?
- A. Trigger
 - B. Duration
 - C. Animation Pane
 - D. Effect Option
71. Katherine has included audio in her Career Management presentation. She does not want the sound clip icon to display during her slideshow. What option does she select on the Audio Tools Playback tab?
- A. Start on Click
 - B. Hide During Show
 - C. Loop until Stopped
 - D. Rewind after Playing
72. What appears on a slide to indicate there is a note or remark about the slide and the initials of the person who made the note?
- A. Comment
 - B. Remark
 - C. Statement
 - D. Reference
73. Juan created a PowerPoint in his Business Law class to present forms of business ownership. He wants to customize this PowerPoint to use in Marketing class and only use the slides on corporations and partnership. Which tab would he choose to complete this customization?
- A. Transition
 - B. Slide Show
 - C. Design
 - D. Animation

74. When creating a custom slide show, which dialog box enables a user to select individual slides to include in the custom slide show?

- A. Choose Slide**
- B. Add Slide**
- C. Format Slide Show**
- D. Define Custom Show**

75. Which command is used to record the time a presenter spends on each slide in order to run the show automatically in the future?

- A. Record slide show**
- B. Custom slide show**
- C. Rehearse Timings**
- D. Set up Slide Show**

76. Which ribbon contains the command to hide a slide so that it does not show during the full-screen slide show?

- A. Home**
- B. Design**
- C. Slide Show**
- D. Transitions**

77. One of Janice's presentation slides has content that is taller than it is wide. Which command on the design tab would she use to change this?

- A. Background**
- B. Page Setup**
- C. Slide Orientation**
- D. Themes**