PCS Office 2010 Final Exam Review Sheet

Completion
Complete each statement.

1. _____ is a database management system

2. _____ is a word processing program.

3. _____ is an electronic spreadsheet program.

4. _____ is a presentation graphics software.

5. The two main input devices are the _____ and the _____.

6. Usually, the primary mouse button is the _____ mouse button, and the secondary mouse button is the _____ mouse button.

7. Clicking the _____ button on the title bar closes the window and removes it from the taskbar and RAM.

8. Clicking the _____ button on the title bar removes the window from the screen but leaves the program open in RAM.

9. Clicking the _____ button on the title bar makes the window fill the screen.

10. The _____ button on the title bar returns the window to the size it was before you maximized it.

11. The _____ and _____ buttons can never appear on the title bar at the same time.

12. The four general operations of the computer are _____, _____, _____, and _____.

13. A _____ is a communication device used to convert between digital and analog signals so telephone lines can carry data.

14. _____ and _____ are hardware used in the processing stage.

15. There are two types of networks: _____ and _____. A _____ covers a limited geographical area and allows you to share hardware and software. A _____ covers a large geographical area.

16. Windows opens a _____ to supply information, allow you to enter information, or choose among several options.

17. Windows 7 is the _____ _____ run on our computers at school. It is a type of _____ software.

18. _____ is a CD you can save on only once. On a _____, you can save multiple times.

19. Another term for system software is _____.

20. The _____ is the most important output device. It displays messages and provides information.

21. In the _____ stage of the processing cycle, the user give the computer data to work with.

22. In the _____ stage of the processing cycle, the computer manipulates data to create information.

23. In the _____ stage of the information processing cycle, the computer gives the user information.

24. _____ printers form the image on the paper by striking the paper. _____ printers form the image on the paper without striking the paper. Some examples of these include _____ and _____.

25. If you _____ an object, a _____ menu appears.

26. _____ technology uses _____ to make software user-friendly.

27. In Microsoft Office, you can search for help by using any of the three following methods from the Help window:

    1._____

    2._____

    3._____

28. A _____ is a collection of computers connected together.

29. A _____ represents approximately one thousand units. A _____ represents approximately one million units. A _____ represents approximately one billion units.

30. The three ways of scrolling through a document are:
    1. _____
    2. _____
    3. _____

31. You can tell a window is the active window if:
    1. _____
    2. _____
    3. _____

32. The mouse pointer shape _____ depending on the task being performed in the program and the location on the screen. Some examples of mouse pointer shapes include _____, _____, _____.

33. If Word finds a potential error in a document, a _____ wavy line appears if it's a spelling error and a _____ wavy line appears if it's a grammatical error.

34. When a graphic is selected, _____ handles appear. Dragging these will resize your graphic.

35. _____ allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line.

36. According to MLA, the first line of each entry on the works cited page starts at the _____. The entries are listed in _____ order by _____. If there is no author, the _____ is used.

37. The _____ is a blinking vertical bar that indicates where text, graphics, and other items will be inserted.

38. The ENTER key is pressed only in these circumstances:
    1._____
    2._____
    3. _____
    4. _____

39. According to MLA style, describe the heading and title of the paper.
    1. Header _____
    2. Heading _____
    3. Title _____

40. Every section in MLA is _____ spaced.

41. What are the nonprinting characters for the following:
    ENTER _____
    TAB _____
    SPACE _____

42. What do each of the following keyboard shortcuts represent?
    Home _____
    End _____
    Ctrl + Home _____
    Ctrl + End _____

43. In Office, the _____ is a temporary storage area. It can hold text and graphics for use in application sofware.

44. When saving a document for the first time or changing the name of an existing document, select the _____ command from the Office Menu. If you are saving a document under the same name, select the _____ command.

45. Explanatory notes at the end of a document are called _____. If they appear at the end of each page, they are called _____.

46. Each time the ENTER key is pressed the paragraph _____ is carried over to the next paragraph.

47. In MLA, the formatting for footnote text is _____, _____, and _____.

48. According to MLA style, a list of bibliographic sources used in a paper is called _____.

49. A document in Excel is called a _____. It opens up with _____ worksheets. Additional worksheets can be added as long as _____ _____.

50. Each cell has a unique _____. The column is represented by a _____, and the row is represented by a _____.

51. In a cell address the _____ comes first and the _____ comes second.

52. The default alignment for text in a cell is _____. The default alignment for numbers in a cell is _____. The alignment _____ be changed for both.

53. When the fill handle is used to copy the contents of a cell, the range of cells being copied is referred to as the _____ and the range of cells receiving the copy is referred to as the _____.

54. When using conditional formatting, if the condition is _____ then Excel applies the formatting. If it is _____, Excel suppresses the formatting.

55. A workbook is a collection of _____.

56. A _____ is the intersection of a column and a row.

57. In Excel, as well as other MS Office programs, key tip badges will appear if you press the _____ key.

58. A _____ is a prewritten formula that is built into Excel.

59. A pie chart with one slice offset is called a _____.

60. A series of two or more adjacent cells in a column or row or a rectangular group of cells is a _____.

61. _____ refers to cells not wide enough to display the entire entry.

62. The only characters not allowed in a filename are: _____, _____, _____, _____, _____, _____, _____, _____, and _____.

63. When you combine two or more cells you _____ them. When you separate them, you _____ them.

64. The _____ _____ is a small square in the corner of the active cell. It helps copy data from one cell to another.

65. The _____ style format causes the cells to display with two decimal places and commas as thousands separators.

66. The _____ style format causes the cells to display with two decimal places so that decimal places in cells below the selected cells align vertically.

67. The _____ style format assigns floating dollar signs to a number.

68. A(n) _____ chart is drawn on the same worksheet as the data.

69. The _____ tab is called the primary tab of the Ribbon. The Ribbon is referred to as the _____ in a program.

70. To start a new line in a cell, press _____ after each line.

71. Every formula begins with a(n) _____.

72. To go back and forth between formulas version and values version in Excel, hold down the _____ while pressing the _____.

73. In Excel, _____ cell references can change and _____ cell references never change.

74. In Excel, you can select nonadjacent ranges by holding down the _____ key.

75. _____ mode allows you to enter formulas into Excel using your mouse.

76. The syntax of the IF function is _____, _____, _____.

77. In order to print a selected range of cells, click _____ in the print dialog box.

78. In order to print the entire workbook, click _____ in the print dialog box.

79. In order to print only the active worksheet, click _____ in the print dialog box.

80. The _____ version of a worksheet display the formulas entered while the _____ version displays the results of the formulas.

81. In a table, columns are called _____, and rows are called _____.

82. A unique identifier can also be called a _____.

83. _____ data can contain any types of characters.

84. _____ data type can contain only numbers that can be used in calculations.

85. _____ data type is used only for monetary data.

86. _____ data can contain only numbers that will be used for arithmetic operations.

87. _____ data type is used only for monetary amounts.

88. The two wildcards you can use in an Access query are _____ and _____.

89. The _____ wildcard represents only one character. The _____ wildcard can represent any combination of characters.

90. To create a parameter query, you need to enclose the field name in _____.

91. A(n) _____ contains information about a given person, product or event, while a _____ contains a specific piece of information.

92. To create a new table in Access, click the _____ tab on the _____ and then click the _____ button.

93. When you create a table in Datasheet view, Access automaticall adds a field called _____ as the first field in the table. It is also the _____.

94. You can only delete the primary key in _____ view.

95. To execute a query, you can click _____ or _____ on the Ribbon.

96. To create a query using the query wizard, click the Create tab on the Ribbon and then click _____. To create a query in design view, click _____.

97. List some commonly used comparison operators: _____

98. To find all clients whose names start with an "s" enter _____ in the criteria row under client name.

99. To find all clients whose names are either Marks or Merks, enter _____ in the criteria field under name.

100. To find all clients who have paid more than $20,000, enter _____ in the criteria row under Amount Paid.

101. In Access, the rules for naming tables and fields are:
   1. _____
   2. _____
   3. _____
   4. _____

102. _____ is storing a particular piece of data in more than one place.

103. _____ allows users to insert artwork and multimedia effects, including pictures, photos, sounds, and movies into a presentation.

104. When a new slide is added to a presentation, the layout on the new slide is _____ as the one before it.

105. When you copy the format from one slide to create another slide, you are _____ the slide.

106. The _____ slide introduces the presentation to the audience.

107. If you drag the _____ sizing handle in a graphic, you maintain the original proportions.

108. In PowerPoint you can animate _____ and _____.

109. The _____ view is the default view.

110. The _____ view shows each slide in your presentation with animations, transitions, and show the slide on the full screen without any of the PowerPoint window objects.

111. The _____ view shows you thumbnails of each slide in the presentation.

112. The basic unit of any PowerPoint presentation is a _____.

113. If you want to indent text on a line to create a lower level paragraph, click the _____ button. If you want to go to a higher level paragraph, click the _____ button.

114. Slide layouts have _____ in various configurations for text and other visual content.

115. To insert clip art or other graphics into a slide, you need to insert them into a _____.

116. The _____ button allows you to copy all formatting changes from one object to another.

117. Animations that control how objects come onto the slide are called _____. Animations that control how one slide leaves the screen and how the next comes onto the screen are called _____.

118. In order to view how a printout would look, go to _____.

119. Document themes are used to give a presenation a _____ and _____ appearance.

120. A _____ is a potentially damaging computer program that affects, or infects, a computer.

121. A _____ is a program that copies itself repeated using up resources and possibly shutting down the computer or network.

122. A _____ is a virus that hides within or looks like a legitimate program.

123. A _____ is a virus that hides in a computer and allows someone from a remote location to take full control of the computer.

Matching

List which arithmetic operator goes with each function.
a.   -   e.   /
b.   %   f.   +
c.   ^   g.   -
d.   *

____ 124. multiplication
____ 125. division
____ 126. addition
____ 127. subtraction
____ 128. exponentiation
____ 129. negation
____ 130. percentage