Module 2: Key Applications
Lesson 7: Getting Started with Word Essentials
Class Work Sheet

Name: _____   Date: ___/____/_____

Section: ____

Total: 20

I. <u>Choose the best answer</u> (/20, 1 mark each)

1. To create a letter, memo, or report, use ____.
a.   Access   c.   PowerPoint
b.   Excel   d.   Word

2. To design a brochure, calendar, or poster, use ____.
a.   Access   c.   Publisher
b.   Excel   d.   FrontPage

3. To create and maintain your own Web site, use ____.
a.   Access   c.   Publisher
b.   FrontPage   d.   Word

4. Each open Office application displays a button in the ____.
a.   taskbar   c.   objects bar
b.   status bar   d.   horizontal scroll bar

5. To create financial documents involving calculations, use ____.
a.   Access   c.   Outlook
b.   Excel   d.   Word

6. To organize and manipulate information, such as addresses and inventory data, use ____.
a.   Access   c.   Outlook
b.   Excel   d.   PowerPoint

7. To organize documents within a disk, you can set up _____.

a. frames
b. a navigation structure
c. folders
d. paths

8. To open a file, choose _____.

a. Open in the File menu
b. Open Office Document on the Start menu
c. the Open button
d. all of the above

9. The animated character that can give you help is called the _____.

a. Office Assistant
b. Office Help Icon
c. Office Shortcut Bar
d. Office Associate

10. An integrated software package, such as Microsoft Office 2003, allows you to _____ data between applications.

a. share
b. calculate
c. scroll
d. none of the above

2

1
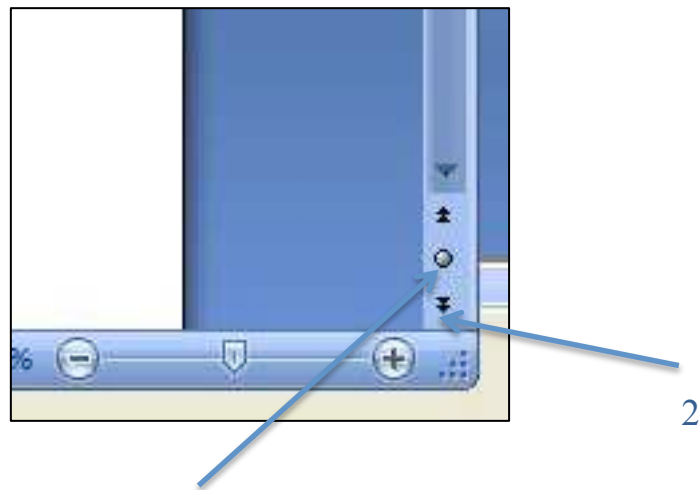
11. In the figure above, item 1 refers to:

a. Select Browse Object
b. Browse the page Upwards
c. Move up and down through the page
d. Browse the page downwards

12. In the figure above, item 2 refers to:

a. Next Button
b. Downward Button
c. Forward Button
d.. End of Page

3   4

100%

1

2

5
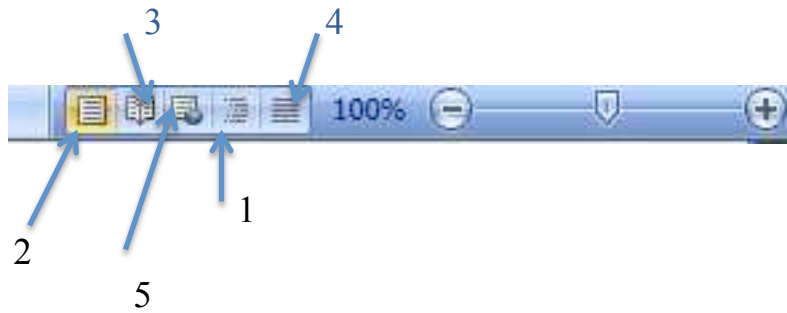
13. In the figure above, item 1 refers to:
   a. Web Layout Button   c. Print Layout Button
   b. Draft View Button   d. Outline View Button
   e. Full Screen Reading View Button
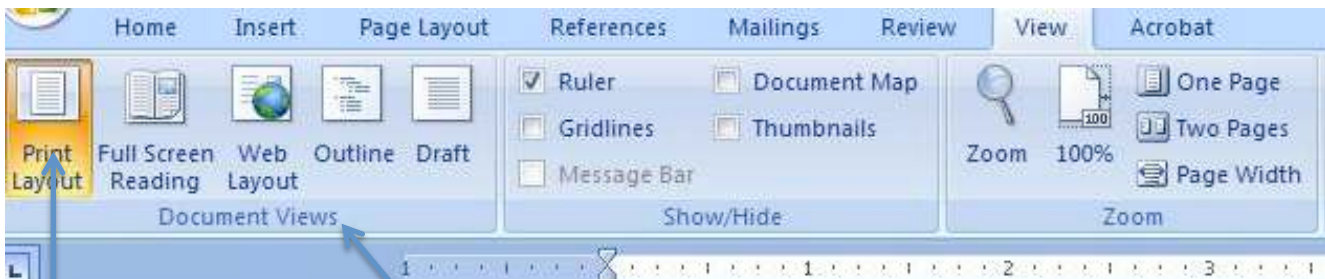

14. In the figure above, item 2 refers to:
   a. Web Layout Button   c. Print Layout Button
   b. Draft View Button   d. Outline View Button
   e. Full Screen Reading View Button

15. In the figure above, item 3 refers to:
   a. Web Layout Button   c. Print Layout Button
   b. Draft View Button   d. Outline View Button
   e. Full Screen Reading View Button

16. In the figure above, item 4 refers to:
   a. Web Layout Button   c. Print Layout Button
   b. Draft View Button   d. Outline View Button
   e. Full Screen Reading View Button

17. In the figure above, item 5 refers to:
   a. Web Layout Button   c. Print Layout Button
   b. Draft View Button   d. Outline View Button
   e. Full Screen Reading View Button

18. In the figure above, item 1 refers to:
  a. Active view is highlighted   c. Full Screen View
  b. Web Layout View   d. Outline View

19. In the figure above, item 2 refers to:
  a. Web Layout View   c. Options for viewing a document
  b. Print Layout View   d.. Outline View

20. The _____ view allows to quickly and easily reorganizing the content.
  a. Outline   c. Full Screen Reading
  b. Draft   d. Print Layout