Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Tech: Microsoft Office Final Exam Study Guide

**Microsoft Excel**

1. The cell in the worksheet in which you can type data is called the \_\_\_\_\_\_\_\_\_ cell.
2. The contents of the \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ always appear in the Formula Bar.
3. Numbers that do not fit in the cell are shown as a series of \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_. (####)
4. When you wrap text, the column width \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_.
5. A \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ is a collection of formatting characteristics you apply to a cell or range of data.
6. The \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ method is the slowest way to copy or move data short distances in a worksheet.
7. By default, Excel is set to print pages in \_\_\_\_\_\_\_\_\_orientation.
8. Each formula begins with an \_\_\_\_\_\_\_\_\_ (=).
9. Formulas can include \_\_\_\_\_\_\_\_ than \_\_\_\_\_ operator.
10. Hiding \_\_\_\_\_\_\_\_\_\_\_ removes a row or column from view.
11. A \_\_\_\_\_\_\_\_\_\_ is anything that appears on the screen that you can select and work with as a whole, such as a shape, picture, or chart.
12. A \_\_\_\_\_\_\_\_\_\_\_\_ is contained in a workbook.
13. Scatter charts are sometimes referred to as \_\_\_\_\_ \_\_\_\_\_\_\_\_ because they place data points between an x- and y-axis.
14. All chart types are \_\_\_\_\_\_ interchangeable. For example, data suitable for a pie chart will not always work as a scatter chart.
15. Data \_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_ to a cell replaces any content already in that cell.
16. In Excel, a computerized spreadsheet is called a \_\_\_\_\_\_\_\_\_\_\_\_\_.
17. \_\_\_\_\_\_\_\_\_\_appear horizontally and are identified by numbers on the left side of the worksheet window.
18. If you want to specify a precise column width, use the \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ dialog box.
19. \_\_\_\_\_\_\_\_\_ determines the best width for a column or the best height for a row, based on its contents.
20. You can change the width of several columns at one time. Select the columns you want to resize. Then, use the pointer to click and drag the \_\_\_\_\_\_\_\_\_edge of one of the selected column headings.
21. You can also center cell contents across several columns. Select the cells, and then click the \_\_\_\_\_\_\_\_ & \_\_\_\_\_\_ button in the Alignment group on the Home tab of the Ribbon.
22. To use the drag-and-drop method, select the cell or range you want to move or copy. Then, position the pointer on the top border of the selected cells. The pointer changes from a white cross to a \_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ arrow. To move the selected cells, drag them to a new location.
23. On the Home tab of the Ribbon, the \_\_\_\_\_\_\_ group includes buttons for inserting and deleting rows, columns, and cells.
24. To change the margins of a worksheet, click the Page Layout tab on the Ribbon, and then, in the \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ group, click the Margins button.
25. Worksheets printed in \_\_\_\_\_\_\_\_\_\_orientation are wider than they are long.
26. The sequence used to calculate the value of a formula is called the \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_.
27. You cannot enter a formula with an incorrect structure in Excel. If you attempt to do so, a(n) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ appears, explaining the error and providing a possible correction.
28. Three types of cell references that are used in formulas are: \_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_.
29. Cell references that contain both \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ references are called mixed cell references
30. You can also switch between showing formulas and showing formula results in a worksheet by pressing the \_\_\_\_\_+ ` keys.
31. A relative cell reference adjusts to its new location when copied or moved. For example, when the formula =A3+A4 is copied from cell A5 to cell B5, the formula changes to \_\_\_\_\_\_\_\_.
32. In a PMT function, the argument indicated by fv refers to \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_.
33. To sort data, you first click a cell in the column by which you want to sort a range of data. Click the Data tab on the Ribbon. In the \_\_\_\_\_\_\_& \_\_\_\_\_\_\_\_ group, click ascending or descending sort.
34. To add conditional formatting, select the range you want to analyze. In the \_\_\_\_\_\_\_\_ group on the Home tab, and click the Conditional Formatting button.
35. To open the Shapes gallery, click the Insert tab on the Ribbon, and then, in the \_\_\_\_\_\_\_\_\_group, click the Shapes button.
36. \_\_\_\_\_\_\_\_\_\_graphics enhance worksheets by providing a visual representation of information and ideas.
37. The chart types are available on the \_\_\_\_\_\_\_ tab in the Charts group.
38. The chart element called \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ is the graphical representation of all of the data series.
39. A chart, whether embedded in a worksheet or on a chart sheet, is considered part of a \_\_\_\_\_\_\_\_\_\_.
40. A \_\_\_\_\_\_\_chart shows the relationship of a part to a whole.
41. The Excel program window has the same basic parts as all Office programs: the title bar, the \_\_\_\_\_\_\_ \_\_\_\_\_\_\_, the Office Button, the \_\_\_\_\_\_\_\_, and the \_\_\_\_\_\_\_\_\_\_\_\_.
42. The \_\_\_\_\_\_\_\_\_\_\_ appears to the right of the \_\_\_\_\_\_\_\_\_\_\_ and displays a formula when the cell of a worksheet contains a calculated value.
43. At times, you might need to \_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_, all the formatting applied to a cell or range of cells.
44. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ method is the fastest way to copy or move data short distances in a worksheet.
45. \_\_\_\_\_\_\_\_\_\_\_ of the worksheet appear vertically and are identified by letters at the top of the worksheet window.
46. To move an embedded chart to a chart sheet, click the Design contextual tab under the Chart Tools on the Ribbon. Then, in the \_\_\_\_\_\_\_\_\_\_\_ group, click the Move Chart button.
47. To delete a worksheet, click the sheet tab for the worksheet you want to remove. On the Home tab of the Ribbon, in the \_\_\_\_\_\_\_ group, click the arrow to the right of the Delete button, and then click Delete Sheet.
48. To rename a worksheet, double-click its sheet tab, type the new name, and then press the \_\_\_\_\_\_\_\_\_key.
49. When the SmartArt graphic is selected, SmartArt Tools appear on the \_\_\_\_\_\_\_\_and contain the Design and Format contextual tabs.
50. To insert a SmartArt graphic, click the SmartArt button in the \_\_\_\_\_\_\_\_\_\_group on the Insert tab. The Choose a SmartArt Graphic dialog box appears.

**Microsoft PowerPoint**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ controls the formatting for all the slides in the presentation.
2. You can/cannot animate a SmartArt graphic.
3. To make changes to the Word file embedded in the PowerPoint presentation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text you want to edit.
4. When you run the presentation, a navigational \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appears in the lower-left corner of the screen.
5. A good presentation uses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to convey its point.
6. The area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the status bar shows which slide is displayed in the Slide pane and the total number of slides in the presentation.
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ refers to the way each new slide appears on the screen.
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is text, objects, graphics, or pictures that have motion.
9. You can view a presentation four different ways: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view gives you an overview of all the slides in a presentation.
11. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shows you thumbnails of a theme or effect that will be applied.
12. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is how objects are placed on a slide.
13. You use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view to set slide timings, transitions, and animations.
14. Using the Handouts option, you can print handouts with \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_\_\_ slides per page.
15. When you hover over a theme, the name of the theme appears, and the selected slide will show a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the effect of the theme on the slide.
16. You can use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to change the appearance of your slides without changing the content.
17. In Normal view, PowerPoint places the new slide after the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ using the same layout as the selected slide.
18. To add speaker notes, click in the Notes pane below the slide and begin typing, or switch to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.
19. To change the appearance of the bullets throughout a presentation, make the changes on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
20. If a content placeholder appears on a slide, you can choose from six objects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
21. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows you to work with several items as if they were one object.
22. To change a font throughout your presentation to another font, on the Home tab on the Ribbon, click the Replace list arrow, and then click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to open the Replace Fonts dialog box.
23. You can use the Format Painter button to copy text attributes such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to other text.
24. To align a text box or picture, you can add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the slide as you are creating it.
25. If you want to insert an Action button that is a shape not in the Action buttons group, use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gallery to draw the shape that you want as the button.

**Microsoft Access**

1. After you delete a record, you cannot use the \_\_\_\_\_\_\_\_ command to restore it.
2. When you change the \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ of a datasheet, the change affects all the rows in a datasheet.
3. In \_\_\_\_\_\_\_\_ view, you can rearrange the order of the fields in a datasheet by dragging them to a new location.
4. If you make changes to the layout of a datasheet and try to close the table, Access will prompt you to \_\_\_\_\_\_\_\_ your changes.
5. Any changes that you make in Design view are automatically updated in \_\_\_\_\_\_\_\_ view when you save the table.
6. The \_\_\_\_\_\_\_\_ keyis the field that contains a unique field value for each record in the table.
7. The \_\_\_\_\_\_\_\_ data type stores True/False values.
8. Use the \_\_\_\_\_\_\_\_ property to specify how you want Access to display numbers, dates, times, and text.
9. You can add fields in \_\_\_\_\_\_\_\_ order to the design grid.
10. When you open a query object, you \_\_\_\_\_\_\_\_ the query.
11. A query can contain \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_ of the fields in the table.
12. The \_\_\_\_\_\_\_\_ symbol next to a field name in a field list indicates the table’s primary key.
13. Another option for finding data quickly is to use the \_\_\_\_\_\_\_\_ command, which is available when you are using a table or query datasheet, form, or report.
14. You can use a form to \_\_\_\_\_\_\_\_ the record source, add \_\_\_\_\_\_\_\_ records, or \_\_\_\_\_\_\_\_ existing records.
15. You must be in Design view to add controls such as \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_ to a form.
16. The \_\_\_\_\_\_\_\_ Wizard lets you create a report that you can use to print standard or custom labels.
17. The data in a report is \_\_\_\_\_\_\_\_, which means that you can view the data in the report, but you cannot change it
18. You can import data stored in a workbook into a \_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_ database table.
19. You can start a mail merge from \_\_\_\_\_\_\_\_ or from \_\_\_\_\_\_\_\_.
20. Instead of entering records one at a time, you can \_\_\_\_\_\_\_\_ the new data into the database.
21. A database is a collection of \_\_\_\_\_\_\_\_.
22. When you change the \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ of a datasheet, the change affects all the rows in a datasheet.
23. A \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ is a document that includes codes that print information from a data source
24. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ is a file format where commas separate the field values of each record in the data source
25. When you send data in other file formats, you \_\_\_\_\_\_\_\_ the data from the database.
26. The \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ is the place where the form letter goes to get its data, such as a Word document or Access database.
27. Queries that are based on more than one table are sometimes called \_\_\_\_\_\_\_\_ queries.
28. When you create a blank database, Access creates the first table for you and gives it the name \_\_\_\_\_\_\_\_.
29. A \_\_\_\_\_\_\_\_ temporarily displays records in a datasheet based on the condition that you specify.
30. Use the \_\_\_\_\_\_\_\_ property to specify how you want Access to display numbers, dates, times, and text.