Question 1

Top Bottom Rules
A) is a horizontal gradient or solid fill indicating the cell's relative value compared to other selected cells.
B) moves the data from the top of the workbook to the bottom for analysis.
C) highlight cells meeting specified criteria with a specified color, font, or border.
D) format cells based upon their value in relation to the value of other cells such as the top 10%.
Answer: https://biology-forums.com/index.php?topic=270850

Question 2

What is displayed in the left pane of the Start menu?
A) A short list of commonly accessed programs from your hard drive
B) Access to system folders such as Documents, Pictures, and Music
C) Areas to access help, shut down the computer, and log off a user account
D) Options to adjust system settings
Answer: https://biology-forums.com/index.php?topic=271601

Question 3

Click the _____ tab to add a video to a slide.
Answer: https://biology-forums.com/index.php?topic=271250

Question 4

Match the following files with their description of the graphic file format:
I. org chart1.bmp A. good for line drawings and black-and-white images;
   limited to 256 colors
II. org chart2.gif B. supports 16 million colors; standard of W3C; intended
   to replace .gif format
III. org chart3.png C. not widely supported by browsers but considered best
   format for storing bitmapped images
IV. org chart4.pic D. representation of rows and columns of dots; creates large
   file size
V. org chart5.tif E. holds both vector and bitmap images
Answer: https://biology-forums.com/index.php?topic=271268

Question 5

Fill Color (as it applies to Excel)
A) is handled automatically depending upon the contents of the cell.
B) is not adjustable.
C) is black by default.
D) is the background color of a cell.
Answer: https://biology-forums.com/index.php?topic=270633

Question 6

Preview the chart in _____ view before you print to ensure a balanced printout.
Answer: https://biology-forums.com/index.php?topic=270793

Question 7

A(n) _____ is a series of rows and columns that organize data in your document.
Answer: https://biology-forums.com/index.php?topic=271539

Question 8

Data from two or more tables can be connected by specifying a:
A) hyperlink.
B) field value.
C) common field.
D) form.
Answer: https://biology-forums.com/index.php?topic=270318

Question 9

The _____ gallery pairs a title text style with a body text style.
Answer: https://biology-forums.com/index.php?topic=271106

Question 10

Which of the following is FALSE about line shapes in PowerPoint 2010?
A) Width of a line is measured in points.
B) A vertical inch contains 100 centimeters.
C) A shape can have an outline entirely removed.
D) Weight line choices range from 1/4 pt to 6 pt.
Answer: https://biology-forums.com/index.php?topic=271130

Question 11

The _____ view can be used to view to add, edit, and delete data in a form, but cannot be used to change the design of the form.
Answer: https://biology-forums.com/index.php?topic=270585

Question 12

The _____ command is helpful in preventing data from looking squeezed together.
A) Alignment
B) Border
C) Cell Size
D) Cell Margins
Answer: https://biology-forums.com/index.php?topic=271510

Question 13

All of the following are acceptable field names EXCEPT:
A) Clientnumber
B) ClientNumber
C) ClientID
D) ClientNum
Answer: https://biology-forums.com/index.php?topic=270407

Question 14

A clip art image that has been broken apart into individual pieces has been _____.
Answer: https://biology-forums.com/index.php?topic=271175

Question 15

_____ are markers that specify the position for aligning text and organizing information in a document.
Answer: https://biology-forums.com/index.php?topic=271396

Question 16

Where does the status bar display when Word 2010 opens?
A) Across the bottom of the window
B) On the right side of the Word window
C) In its own pane at the bottom of the document
D) Directly under the Ribbon
Answer: https://biology-forums.com/index.php?topic=271274

Question 17

Match the following features of the Picture Tools Format tab with their description:
I. Crop A. increases or decreases brightness of an object
II. Position B. specifies the location on a page where the object
  will reside
III. Compress Pictures C. reduces the file size
IV. Corrections D. removed unwanted portions of an object
V. Group E. selecting multiple objects so they can be moved or
  formatted together
Answer: https://biology-forums.com/index.php?topic=271420

Question 18

The smallest data element in an Access database is called a(n) _____.
Answer: https://biology-forums.com/index.php?topic=270371

Question 19

Click the _____ key on the keyboard to display Key Tips in Office 2010.
A) Alt
B) Shift
C) F1
D) Ctrl
Answer: https://biology-forums.com/index.php?topic=270908

Question 20

The line style around each cell or around a table is referred to as the _____.
Answer: https://biology-forums.com/index.php?topic=271546