

### Question 1

The \_\_\_\_\_ function inserts the system day, month, and year into an expression.

Answer: <https://biology-forums.com/index.php?topic=270525>

### Question 2

A(n) \_\_\_\_\_ produces results based on variable or constant inputs known as arguments.

Answer: <https://biology-forums.com/index.php?topic=270510>

### Question 3

A primary key:

- A) must include letters.
- B) must contain a unique value for each record within the table.
- C) has the same value for all records.
- D) is not usually necessary.

Answer: <https://biology-forums.com/index.php?topic=270320>

### Question 4

Match the Word 2010 feature with the tab where it can be found:

- I. show paragraph marks A. Page Layout
- II. insert a hard page break B. Insert
- III. add a page number in a document C. File
- IV. customize Word D. Header & Footer Tools
- V. Link to Previous feature E. Home tab

Answer: <https://biology-forums.com/index.php?topic=271347>

### Question 5

An expression used in queries to filter records in a table is called a(n):

- A) primary key.
- B) criterion.
- C) report.
- D) form.

Answer: <https://biology-forums.com/index.php?topic=270348>

### Question 6

A Table Style controls

- A) check boxes to select format actions such as Total Row.
- B) check boxes to select format actions such as Header Row.
- C) the fill color of the header row, columns, and records in a table.
- D) arranges data in alphabetical order.

Answer: <https://biology-forums.com/index.php?topic=270833>

### Question 7

Which of the following is true regarding the running of queries and the size of a database?

- A) Queries run slower in smaller databases numeric data
- B) Queries run at the same speed in large or small databases
- C) The size of a database does not affect the speed at which queries run
- D) The queries in larger databases may take longer to run than queries in smaller databases

Answer: <https://biology-forums.com/index.php?topic=270406>

### Question 8

Formula AutoComplete

- A) results in formulas such as =B4+C4.
- B) calculates the total of values contained in two or more cells.
- C) is a small pop-up description that displays the arguments for a function as you enter it.
- D) displays a list of functions and defined names as you enter a function.

Answer: <https://biology-forums.com/index.php?topic=270678>

### Question 9

A worksheet is defined as

- A) the background color of a cell.
- B) the current cell location of the insertion point as indicated by a dark border.
- C) a single spreadsheet that often contains formulas, functions, values, text, and visual aids.
- D) an unfinished project.

Answer: <https://biology-forums.com/index.php?topic=270607>

### Question 10

A(n) \_\_\_\_\_ is a line that surrounds a paragraph, page, table or image.

Answer: <https://biology-forums.com/index.php?topic=271399>

### Question 11

What does the Set Poster Frame option do?

- A) It allows you to choose a frame of the video as an outline box of the video on the slide.
- B) It enables you to select a frame from the video to display on the slide.
- C) It allows you to choose frames to embed on various slides in the presentation.
- D) It enables you to set automatic timing for the video.

Answer: <https://biology-forums.com/index.php?topic=271211>

### Question 12

A relative cell reference

- A) indicates a cell's specific location and the reference does not change when you copy the formula.
- B) contains both an absolute and a relative cell reference.
- C) indicates a cell's relative location from the cell containing the formula; the reference changes when you copy the formula.
- D) occurs when a formula directly or indirectly refers to the cell containing the formula.

Answer: <https://biology-forums.com/index.php?topic=270672>

### Question 13

Which of the following is FALSE about nonprinting marks and symbols?

- A) Nonprinting marks and symbols do not display on printouts, but they do affect the appearance of a document.
- B) A paragraph mark at the end of a paragraph only indicates the presence of a hard return.
- C) When you press Enter, you leave a paragraph mark.
- D) The hyphen and nonbreaking hyphen appear as different nonprinting symbols.

Answer: <https://biology-forums.com/index.php?topic=271363>

### Question 14

Match the names of a variety of features with the type of PowerPoint option:

- I. Fade, Wipe, Split, Reveal A. animations
- II. Urban, Hardcover, Austin B. transitions
- III. Wipe, Fly In, Fade C. views
- IV. Notes Page, Normal D. layouts
- V. Blank, Title Only E. themes

Answer: <https://biology-forums.com/index.php?topic=271037>

### Question 15

Notepad files end with a \_\_\_\_\_ extension.

- A) .ntp
- B) .npd
- C) .txt
- D) .doc

Answer: <https://biology-forums.com/index.php?topic=271611>

### Question 16

\_\_\_\_\_ inserts a nonbreaking hyphen in your document.

- A) Ctrl+F4
- B) Shift+H
- C) Ctrl+Shift+Hyphen
- D) Ctrl+N

Answer: <https://biology-forums.com/index.php?topic=271357>

### Question 17

Which of the following is NOT an option from the Display for Review arrow?

- A) Final
- B) Original: Show Markup
- C) Revised
- D) Original

Answer: <https://biology-forums.com/index.php?topic=271435>

### Question 18

Mail merge is used most frequently to create:

- A) form letters.
- B) e-mail messages.
- C) a directory.
- D) envelopes.

Answer: <https://biology-forums.com/index.php?topic=271520>

### Question 19

A(n) \_\_\_\_\_, a main document type for a mail merge, creates a single document that contains a list of addresses.

Answer: <https://biology-forums.com/index.php?topic=271557>

### Question 20

All of the following layouts include specific buttons to quickly and easily insert objects EXCEPT:

- A) Title and Content
- B) Title Slide
- C) Comparison
- D) Content with Caption

Answer: <https://biology-forums.com/index.php?topic=270985>

### Question 21

An \_\_\_\_\_ area is a range of cells containing results based on manipulating the variables.

Answer: <https://biology-forums.com/index.php?topic=270639>

### Question 22

A set of data such as first name, last name, address, etc. for a specific person is a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270363>

### Question 23

When defining a field, the field \_\_\_\_\_ property determines how much physical storage space the field requires.

- A) size
- B) format
- C) caption
- D) input mask

Answer: <https://biology-forums.com/index.php?topic=270429>

### Question 24

When forming relationships in a relational data base, the \_\_\_\_\_ from one table must be joined to the foreign key of another table.

Answer: <https://biology-forums.com/index.php?topic=270368>

### Question 25

The \_\_\_\_\_ is an Office tool that allows you to select a word and then locate a suitable substitution

Answer: <https://biology-forums.com/index.php?topic=270952>

### Question 26

Pressing the \_\_\_\_\_ key when the insertion point is in the last cell of a table will insert a new row in the table.

Answer: <https://biology-forums.com/index.php?topic=271021>

### Question 27

You are reviewing a table you created in an Access database. As you review the table, you notice a column of cells that are supposed to contain sales figures have pound signs through them (#####). What is the cause of these pound signs?

- A) The pound signs are present because the value of the fields are null.
- B) The pound signs serve as a warning that the data in the cells cannot totaled.
- C) The pound signs are present because the column is not wide enough to display the data.
- D) The pound signs are present because the currency format used on the cells is incorrect.

Answer: <https://biology-forums.com/index.php?topic=270493>

### Question 28

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 29

How do you easily and quickly select one full paragraph in Word or PowerPoint?

- A) Press and hold Ctrl while you click in the paragraph
- B) Press and hold Shift while you press the right arrow key
- C) Double-click in the paragraph
- D) Triple-click in the paragraph

Answer: <https://biology-forums.com/index.php?topic=270918>

### Question 30

The Y-axis

- A) is text that describes a collection of data points in a chart.
- B) is a vertical line that borders the plot area to provide a frame of reference for measurement.
- C) compares values for one set of data.
- D) is a horizontal line that borders the plot area to provide a frame of reference for measurement.

Answer: <https://biology-forums.com/index.php?topic=270748>

### Question 31

The table or query that supplies the underlying data for a form or report is called the \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270576>

### Question 32

A relational database is a collection of:

- A) forms.
- B) field values.
- C) common fields.
- D) related tables.

Answer: <https://biology-forums.com/index.php?topic=270319>

### Question 33

A \_\_\_\_\_ is a line used to depict trends and forecast future data.

Answer: <https://biology-forums.com/index.php?topic=270805>

### Question 34

A (n) \_\_\_\_\_ form is replica of a table or query's Datasheet view but still retains form properties.

Answer: <https://biology-forums.com/index.php?topic=270583>

### Question 35

If you've merged cells together and choose to divide them, use the \_\_\_\_\_ command in the Merge group.

- A) Distribute Cells
- B) Unmerge Cells
- C) Divide Cells
- D) Split Cells

Answer: <https://biology-forums.com/index.php?topic=271505>

### Question 36

Match the following descriptions with the type of view:

- I. slide number, icon, and title of each slide in Outline view A. collapsed view
- II. presentation displayed as a list of slides in hierarchy format B. expanded view
- III. slide number, icon, title, and content of each slide in Outline view C. Outline view
- IV. necessary to create an outline for your presentation D. Normal or Slide Sorter view
- V. necessary view to create sections E. Normal view, click the Outline tab, switch to Outline view

Answer: <https://biology-forums.com/index.php?topic=271110>

### Question 37

Where do changed lines display within a Word document?

- A) In the right or left margin
- B) On the Status bar
- C) In a balloon within the left or right margin
- D) In the Reviewing Pane

Answer: <https://biology-forums.com/index.php?topic=271432>

### Question 38

Which of the following refers to the amount of horizontal space between characters?

- A) Kerning
- B) Scaling
- C) Character spacing
- D) Position

Answer: <https://biology-forums.com/index.php?topic=271352>

### Question 39

The \_\_\_\_\_ key darkens the screen during a presentation.

- A) D
- B) Esc
- C) B
- D) F12

Answer: <https://biology-forums.com/index.php?topic=270998>

### Question 40

Match the following Word features with the tab to access the feature:

- I. create a table A. Insert tab
- II. add a new row to a table B. Page Layout tab
- III. add a border to a table C. Mailings tab
- IV. change the page orientation D. Table Tools Design tab
- V. create a Labels document E. Table Tools Layout tab

Answer: <https://biology-forums.com/index.php?topic=271568>

### Question 41

A(n) \_\_\_\_\_ is a dynamic subset of a table that selects, sorts, and calculates records as specified in a query.

Answer: <https://biology-forums.com/index.php?topic=270434>

### Question 42

A field

- A) is a complete set of data for an entity.
- B) indicates where data starts on a new printed page.
- C) is an individual piece of data, such as a last name.
- D) defines the range of data to print.

Answer: <https://biology-forums.com/index.php?topic=270825>

### Question 43

Match the following terms to their descriptions:

- I. copyright A. legal protection for written and artistic work
- II. infringement of copyright B. copyright protected photos, clip art, fonts, sounds, and movies
- III. public domain C. guidelines to determine use of copyrighted work in education
- IV. Microsoft's Media Elements D. violation of a right held by a copyright owner
- V. Proposal for Fair Use Guidelines E. author gives everyone the right to reproduce for Educational Multimedia and distribute their work

Answer: <https://biology-forums.com/index.php?topic=271265>

### Question 44

What is a tag?

- A) A property identification for a program
- B) An identifier for a folder
- C) A custom file property created by a user
- D) An e-mail identifier

Answer: <https://biology-forums.com/index.php?topic=271623>

### Question 45

Vertical Alignment (as it applies to Excel)

- A) refers to the up-down position of contents in a cell.
- B) removes the vertical lines and the tangent lines on the print-out.
- C) shows the vertical lines but not the tangent lines on the print-out.
- D) refers to the left-right position of contents in a cell.

Answer: <https://biology-forums.com/index.php?topic=270630>

### Question 46

How do you know that the Link to Previous feature in the Header & Footer Tools tab is active?

- A) It displays with a dark gray background
- B) It displays with an orange color
- C) It is not grayed out like many of the other buttons on the Header & Footer Tools tab
- D) It shows with a dark black border

Answer: <https://biology-forums.com/index.php?topic=271294>

### Question 47

What templates are displayed when you select the Sample templates option?

- A) All downloaded templates
- B) Templates installed with PowerPoint 2010
- C) All templates available on your hard drive
- D) All installed and downloaded templates as well as templates accessible at office.com

Answer: <https://biology-forums.com/index.php?topic=271045>

### Question 48

A spreadsheet

- A) is the core of a slide presentation.
- B) is an electronic file that is used to write text and graphics on the web.
- C) is an electronic file that contains a grid of columns and rows for related data.
- D) is another word for a letter written on a computer.

Answer: <https://biology-forums.com/index.php?topic=270605>

### Question 49

The \_\_\_\_\_ allows you to organize different types of database objects into groups.

Answer: <https://biology-forums.com/index.php?topic=270366>

### Question 50

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 51

Match the following terms to their meanings:

- I. Formulas A. Addition, subtraction, multiplication, and division
- II. Mathematical operations B. Change static numbers into meaningful results
- III. Start a formula by using the... C. Text
- IV. A2+A3 (without = sign) D. Formula using a constant (not recommended)
- V. =10+2 E. Equals sign (=)

Answer: <https://biology-forums.com/index.php?topic=270666>

### Question 52

Glen is working on a database table that stores patient billing information, including the date an invoice was issued. Glen needs to design a query that shows how long the bills in the table have been outstanding. He can use the \_\_\_\_\_ function in conjunction with the Date function in Expression Builder to determine amount of time that has elapsed between the date the invoice was issued and the current date.

Answer: <https://biology-forums.com/index.php?topic=270524>

### Question 53

A page number that displays at the bottom of every page would display in a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271323>

### Question 54

The \_\_\_\_\_ view is the default view in Word 2010.

- A) Draft
- B) Full Screen Reading
- C) Print Layout
- D) Outline

Answer: <https://biology-forums.com/index.php?topic=271298>

### Question 55

Jill must create a report for an Access database, but is unfamiliar with creating reports in Access. Which Report tool should Jill use?

- A) Report Blank
- B) Report Wizard
- C) Report
- D) Report Design

Answer: <https://biology-forums.com/index.php?topic=270548>

### Question 56

In Windows Explorer use the \_\_\_\_\_ key if you want to select a full range of files that are adjacent.

- A) Shift
- B) Tab
- C) Ctrl
- D) Alt

Answer: <https://biology-forums.com/index.php?topic=270898>

### Question 57

Which of the following contains thin lines at the top and bottom of the primary strokes of the font characters?

- A) A sans serif typeface
- B) A monospace typeface
- C) A serif typeface
- D) A proportional typeface

Answer: <https://biology-forums.com/index.php?topic=271350>

### Question 58

The MEDIAN function

- A) displays the lowest value in a range.
- B) identifies the midpoint value in a set of values.
- C) identifies the highest value in a range.
- D) tallies the number of cells in a range that contain values.

Answer: <https://biology-forums.com/index.php?topic=270681>

### Question 59

When choosing between Access and Excel, it is best to use Access in all of the following circumstances EXCEPT:

- A) you need to create complex charts or graphs.
- B) you require multiple tables to manage data.
- C) you are managing a large quantity of data.
- D) multiple users need to work with data simultaneously.

Answer: <https://biology-forums.com/index.php?topic=270338>

### Question 60

The \_\_\_\_\_ test formula is one that tests for true or false.

Answer: <https://biology-forums.com/index.php?topic=270721>

### Question 61

Which of the following is NOT part of the Paragraph group on the Home tab?

- A) Alignment
- B) Indentation
- C) Change Case
- D) Line spacing

Answer: <https://biology-forums.com/index.php?topic=271364>

### Question 62

A(n) database \_\_\_\_\_ holds related information and is made up of records.

Answer: <https://biology-forums.com/index.php?topic=270448>

### Question 63

A print area

- A) is an individual piece of data, such as a last name.
- B) is a complete set of data for an entity.
- C) is the sequence in which pages print.
- D) defines the range of data to print.

Answer: <https://biology-forums.com/index.php?topic=270822>

### Question 64

Animation is movement that controls all EXCEPT the \_\_\_\_\_ of an object in a slide show.

- A) transition
- B) exit
- C) entrance
- D) path

Answer: <https://biology-forums.com/index.php?topic=270989>

### Question 65

Match the following views to their descriptions:

- I. Draft A. displays top and bottom margins, headers and footers
- II. Print Layout B. displays a structural view of a document
- III. Full Screen Reading C. eliminates tabs



IV. Outline D. used to create Web pages  
V. Web Layout E. best way to view the location of section breaks  
Answer: <https://biology-forums.com/index.php?topic=271346>

### Question 66

Match the following Microsoft Office 2010 feature with the tab where it can be found:

- I. access Backstage A. File tab
- II. tab that automatically displays when a file is opened B. View tab
- III. create a footer in Word C. Page Layout tab
- IV. change the zoom level D. Insert tab
- V. change margins in Word E. Home tab

Answer: <https://biology-forums.com/index.php?topic=270959>

### Question 67

What does checking the Update automatically button do in Header and Footer dialog box?

- A) Automatically updates the date to always be current
- B) Automatically updates edited text within a footer
- C) Updates the header or footer when the file is saved
- D) Updates the header and footer positions if you change slide theme

Answer: <https://biology-forums.com/index.php?topic=270994>

### Question 68

Filtering

- A) helps to clean the data before printing in Backstage view
- B) displays data in chronological order.
- C) is the process of displaying only records that meet specific conditions.
- D) arranges dates in alphabetical order.

Answer: <https://biology-forums.com/index.php?topic=270841>

### Question 69

Match the following terms with their descriptions:

- I. character spacing A. permits more even spacing between characters
- II. scaling B. horizontal space between letters, numbers, and symbols
- III. position C. percentage adjustment of height or width of an image's original size
- IV. kerning D. raises or lowers text from the baseline
- V. OpenType E. form of font designed for use on all platforms

Answer: <https://biology-forums.com/index.php?topic=271415>

### Question 70

Referencing the image above, what number represents the section where the title would appear in the report?

- A) 2
- B) 3
- C) 4
- D) 5

Answer: <https://biology-forums.com/index.php?topic=270572>

### Question 71

The Section button is located in the \_\_\_\_\_ group.

Answer: <https://biology-forums.com/index.php?topic=271096>

### Question 72

The VLOOKUP function.

- A) is the argument in a function that describes to which column to return a value.
- B) is a range containing a lookup table.
- C) is a reference to a cell containing a value to look up.
- D) looks up a value and returns a related result from the lookup table.

Answer: <https://biology-forums.com/index.php?topic=270694>

### Question 73

Row Height

- A) is the adjustable vertical measurement of a row.
- B) changes the background color of the selected cells.
- C) is controlled by the fill handle of the adjacent cell.
- D) is not adjustable so use only smaller fonts for formulas.

Answer: <https://biology-forums.com/index.php?topic=270621>

### Question 74

When you click a Dialog Box \_\_\_\_\_, a corresponding dialog box is opened.

Answer: <https://biology-forums.com/index.php?topic=270939>

### Question 75

A category label

- A) contains the entire chart and all of its elements.
- B) is text that describes a collection of data points in a chart.
- C) displays data comparisons vertically in columns.
- D) contains graphical representation of values in data series.

Answer: <https://biology-forums.com/index.php?topic=270743>

### Question 76

Referencing the image above, this Access report is shown in \_\_\_\_\_ view.

- A) Design
- B) Layout
- C) Print Preview
- D) Form

Answer: <https://biology-forums.com/index.php?topic=270569>

### Question 77

The Replace button is located on the \_\_\_\_\_ tab in Office 2010.

Answer: <https://biology-forums.com/index.php?topic=270949>

### Question 78

Which of the following is FALSE about the Slide Show view?

- A) A presentation running in Slide Show view can contain both manual and automatic slide transitions.
- B) To end a slide show, press Esc.
- C) The Slide Show view is used to deliver a completed presentation to an audience.
- D) The Slide Show view is new to PowerPoint 2010.

Answer: <https://biology-forums.com/index.php?topic=270969>

### Question 79

Adjusting white space around your data or between cells can be done with the \_\_\_\_\_ command.

Answer: <https://biology-forums.com/index.php?topic=271548>

### Question 80

If you have selected the Lock Drawing Mode, press \_\_\_\_\_ to release it.

- A) F1
- B) Tab+Esc
- C) Esc
- D) Ctrl+Tab

Answer: <https://biology-forums.com/index.php?topic=271121>

### Question 81

"Copy as Picture" can be a useful command when

- A) you do not have a printer available.
- B) the formulas, functions, and headings need to be tested.
- C) you need an un-edit able "picture" of data to use elsewhere in the workbook or other programs.
- D) you need to make changes to the data later.

Answer: <https://biology-forums.com/index.php?topic=270626>

### Question 82

Match the following video file formats with their description:

- I. stores synchronized multimedia data A. Movie file-.mpg  
or .mpeg file
- II. compresses audio and video; requires minimal storage B. Windows Media  
Video file-.wmv file
- III. format generally used to deliver video over the Internet C. Adobe Flash  
Media file-.swf file
- IV. stores sound and moving pictures in RIFF format D. Windows Media  
file-.asf file
- V. designed for use with Video-CD and CD-i media E. Windows Video  
file-.avi file

Answer: <https://biology-forums.com/index.php?topic=271267>

### Question 83

Access requires the correct \_\_\_\_\_ when designing calculated fields..

Answer: <https://biology-forums.com/index.php?topic=270523>

### Question 84

Match the following views with their description

- I. Draft view A. shows deleted text in the document and  
inserted text in a balloon
- II. Original: Show Markup  
view B. can edit a footnote by clicking in it and  
editing it
- III. Final: Show Markup view C. displays the Reviewing tab from any view
- IV. Print Layout view D. comments appear as tags embedded in a  
document
- V. all views E. displays inserted text in the document;  
deleted text in a balloon

Answer: <https://biology-forums.com/index.php?topic=271496>

### Question 85

A bubble chart shows

- A) a single chart and no spreadsheet data.
- B) you how to adjust the size of the chart using the mouse.
- C) a miniature chart contained in a single cell.
- D) relationships among three values by using bubbles.

Answer: <https://biology-forums.com/index.php?topic=270767>

### Question 86

\_\_\_\_\_ a database rearranges data and objects in a database to make its size smaller.

- A) Backing up
- B) Compressing
- C) Compacting
- D) Realigning

Answer: <https://biology-forums.com/index.php?topic=270328>

### Question 87

When you use the Ctrl+F shortcut, the Navigation Pane opens only in \_\_\_\_\_.

- A) Word
- B) PowerPoint
- C) Access
- D) Excel

Answer: <https://biology-forums.com/index.php?topic=270922>

### Question 88

Where are the control buttons found on the title bar?

- A) On the left end
- B) In the center
- C) On the right side
- D) Directly to the left of the title

Answer: <https://biology-forums.com/index.php?topic=271602>

### Question 89

Most formatting commands are located in the \_\_\_\_\_ group on the Home tab.

- A) Editing
- B) Styles
- C) Paragraph
- D) Font

Answer: <https://biology-forums.com/index.php?topic=270920>

### Question 90

What happens when you type (c) in Word?

- A) Nothing; it remains as you typed it.
- B) It changes into the trademark symbol.
- C) The Symbols dialog box automatically opens.
- D) It changes into the copyright symbol.

Answer: <https://biology-forums.com/index.php?topic=271386>

### Question 91

The maximum size of the Text data type is \_\_\_\_\_ characters.

- A) 25
- B) 50
- C) 200
- D) 255

Answer: <https://biology-forums.com/index.php?topic=270426>

### Question 92

The \_\_\_\_\_: Show Markup view shows deleted text within the body of a document.

Answer: <https://biology-forums.com/index.php?topic=271470>

### Question 93

If you have text in a table row highlighted and press the Delete key, what happens?

- A) The row and text are deleted.
- B) Only the text is deleted.
- C) The entire table is deleted.
- D) Nothing. You must delete text and rows with the Ribbon buttons.

Answer: <https://biology-forums.com/index.php?topic=271504>

### Question 94

The \_\_\_\_\_ options ensures that slides fit within the paper size no matter what the slide size.

Answer: <https://biology-forums.com/index.php?topic=271030>

### Question 95

\_\_\_\_\_ 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 96

To change the data source of a chart

- A) change the numbers in the spread sheet.
- B) use the Select Data Source dialog box from the Select Data button.
- C) use a different chart type.
- D) click Switch Row/Column in the Data group.

Answer: <https://biology-forums.com/index.php?topic=270773>

### Question 97

Match the following keyboard shortcuts in many programs with its function:

- I. Ctrl+C A. Copy
- II. Ctrl+V B. Paste
- III. Ctrl+Z C. Select all
- IV. Ctrl+X D. Undo
- V. Ctrl+A E. Cut

Answer: <https://biology-forums.com/index.php?topic=270957>

### Question 98

A(n) \_\_\_\_\_ is a group of files from various locations that are displayed in Windows Explorer as single units.

Answer: <https://biology-forums.com/index.php?topic=270932>

### Question 99

When designing a calculated field, complex formulas can be created with the \_\_\_\_\_.

- A) Expression Builder
- B) Table Wizard
- C) Form Wizard
- D) Report Builder

Answer: <https://biology-forums.com/index.php?topic=270463>

### Question 100

A combination of cell references, arithmetic operations, values, and/or functions used in calculations is called a \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270653>

### Question 101

Which of the following is NOT monitored by Track Changes?

- A) Additions
- B) Formatting changes
- C) Document versions
- D) Deletions

Answer: <https://biology-forums.com/index.php?topic=271429>

### Question 102

Which of the following is FALSE about folders?

- A) Folders can be managed in Windows Explorer.
- B) Folders contained within other folders are known as file folders.
- C) The sole purpose of a folder is to provide a location for related files.
- D) Folders can be created within other folders.

Answer: <https://biology-forums.com/index.php?topic=270892>

### Question 103

The \_\_\_\_\_ function finds the midpoint value of a list.

Answer: <https://biology-forums.com/index.php?topic=270716>

### Question 104

\_\_\_\_\_ queries contain two or more tables and allow users to take advantage of relationships that have been set between these tables.

Answer: <https://biology-forums.com/index.php?topic=270430>

### Question 105

What are sizing handles?

- A) Small circles that appear on all inserted objects in a document.
- B) Small squares that appear on all clip art images in a document.
- C) Small red circles that appear at the corners of a selected object.
- D) Small circles and squares that appear around a selected object.

Answer: <https://biology-forums.com/index.php?topic=271379>

### Question 106

A(n) \_\_\_\_\_ form displays all fields from a record source in a tabular layout similar to a table's Datasheet view.

Answer: <https://biology-forums.com/index.php?topic=270582>

### Question 107

\_\_\_\_\_ automatically adjusts spacing between characters to create a more evenly spaced appearance ("Va" for example, will extend the V into the empty space above the a).

Answer: <https://biology-forums.com/index.php?topic=271392>

### Question 108

Which of the following files could likely be an Excel worksheet used as a data source in Word?

- A) Mexico City clients.xml
- B) Oaxaca clients.docx
- C) Guanajuato clients.mdb
- D) Oaxaca Mexico clients.xlsx

Answer: <https://biology-forums.com/index.php?topic=271529>

### Question 109

Match the range names to their descriptions:

- I. Grades A. Unacceptable name; can't use spaces in names
- II. COL B. Acceptable abbreviation for cost-of-living
- III. Tax\_Rate C. Unacceptable name; can't use special symbols and spaces
- IV. Commission Rate D. Acceptable range name
- V. Discount Rate % E. Acceptable name with underscore

Answer: <https://biology-forums.com/index.php?topic=270738>

### Question 110

Sorting \_\_\_\_\_ from oldest to newest displays data in chronological order.

Answer: <https://biology-forums.com/index.php?topic=270872>

### Question 111

Which of the following is NOT a picture color mode?

- A) Washout
- B) Sepia
- C) Shadow
- D) Grayscale

Answer: <https://biology-forums.com/index.php?topic=271152>

### Question 112

The navigation buttons allow you to:

- A) delete records.
- B) edit records.
- C) sort records.
- D) browse records.

Answer: <https://biology-forums.com/index.php?topic=270324>

### Question 113

\_\_\_\_\_ Top Row keeps only the top row visible as you scroll through a worksheet.

Answer: <https://biology-forums.com/index.php?topic=270860>

### Question 114

By default, new workbooks contain \_\_\_\_\_ worksheets.

Answer: <https://biology-forums.com/index.php?topic=270640>

### Question 115

Of the four Microsoft Office 2010 programs, the \_\_\_\_\_ Home tab is unique and quite different than the other programs.

- A) Access
- B) Word
- C) PowerPoint
- D) Excel

Answer: <https://biology-forums.com/index.php?topic=270917>

### Question 116

What prints along with the text of an outline when printing in expanded view?

- A) The slide icon only
- B) The slide icon and slide number
- C) The slide number, slide icon, and animation star
- D) Just the slide number

Answer: <https://biology-forums.com/index.php?topic=271056>

### Question 117

How do you toggle fields on and off?

- A) Shift+F9
- B) Ctrl+F7
- C) Ctrl+F9
- D) Shift+F6

Answer: <https://biology-forums.com/index.php?topic=271514>

### Question 118

Irene is working in a database that organizes city court case information. Irene must find court cases in either one of two cities. Irene should use the Filter by Form \_\_\_\_\_ condition.

- A) query
- B) sort
- C) OR
- D) AND

Answer: <https://biology-forums.com/index.php?topic=270342>

### Question 119

Related \_\_\_\_\_ make up a table.

Answer: <https://biology-forums.com/index.php?topic=270452>

### Question 120

Which of the following is FALSE about clip art images?

- A) They can be recolored.
- B) They can be modified by removing pieces you do not need or want.
- C) They are made from a series of combined shapes.
- D) Height and width must be adjusted separately.

Answer: <https://biology-forums.com/index.php?topic=271144>

### Question 121

When an audio clip is selected on a slide, the Audio Tools tab appears with two tabs: Format and \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271255>

### Question 122

A \_\_\_\_\_ is a file containing related one or more worksheets.

Answer: <https://biology-forums.com/index.php?topic=270637>

### Question 123

You need to create a report from an Access database containing sales figures. You want the report to include a final grand total and page numbers. Which of the following statements accurately defines what you must do in order to achieve these results?

- A) Page numbers would be included on the page footer section and the grand total would be included on the report footer section.
- B) Page numbers would be included on the group header section and the grand total would be included on the group footer section.
- C) Page numbers would be included on the report footer section and the grand total would be included on the page footer section.
- D) Page numbers would be included on the report header section and the grand total would be included on the report footer section.

Answer: <https://biology-forums.com/index.php?topic=270557>

### Question 124

Which of the following is NOT a type of inspector in Word 2010?

- A) Invisible Content
- B) Hidden Text

- C) Formatting Features
- D) Document Properties

Answer: <https://biology-forums.com/index.php?topic=271305>

### Question 125

What is the primary advantage of Outline view?

- A) Document text can be collapsed or expanded.
- B) Text can be entered quickly and easily.
- C) You can see the hierarchy of the text.
- D) Levels can be easily deleted.

Answer: <https://biology-forums.com/index.php?topic=271376>

### Question 126

Wrap Text (as it applies to Excel)

- A) can be downloaded as an add-on .
- B) is no longer possible in Excel 2010 due to contract restrictions.
- C) is most useful with very short headings.
- D) enables data to appear on two or more lines within a cell.

Answer: <https://biology-forums.com/index.php?topic=270631>

### Question 127

Columns in a table are identified by \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271552>

### Question 128

Which of the following statements is FALSE?

- A) Windows Explorer can rename and delete files.
- B) Windows Explorer can create folders.
- C) Windows Explorer can create files.
- D) Windows Explorer can rename and delete folders.

Answer: <https://biology-forums.com/index.php?topic=270897>

### Question 129

Nonprinting vertical and/or horizontal lines on a slide to help align objects are known as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271180>

### Question 130

Pressing \_\_\_\_\_ is a quick and easy way to toggle among uppercase, lowercase, and sentence case formats.

- A) Shift+F2
- B) Shift+F3
- C) Ctrl+F4
- D) F5

Answer: <https://biology-forums.com/index.php?topic=271354>

### Question 131

When choosing a chart \_\_\_\_\_, make sure it complements the chart data and is easy to read.

Answer: <https://biology-forums.com/index.php?topic=270790>

### Question 132

Match the following terms to their meanings:

- I. Spreadsheet A. An electronic file that contains a grid of columns and rows
- II. Spreadsheet Program B. A computer application used to create and modify spreadsheets
- III. Worksheet C. A handwritten, paper way to store and calculate data
- IV. Workbook D. A file containing related worksheets
- V. Ledger E. A spreadsheet that contains formulas, functions, values, etc



Answer: <https://biology-forums.com/index.php?topic=270660>

### Question 133

Match the follow samples of changeable font effects options to the type of effect:

- I. Width, Dash type, Arrow settings A. 3-D Format
- II. Bevel, Depth, Surface B. Glow and Soft Edges
- III. Color, Size, Presets C. Reflection
- IV. Presets, Size, Blur D. Shadow
- V. Color, Transparency, Angle E. Outline Style

Answer: <https://biology-forums.com/index.php?topic=271414>

### Question 134

Which of the following is TRUE about themes in PowerPoint 2010?

- A) A theme can be added from the Insert tab.
- B) The Theme gallery can display each theme as Live Preview.
- C) A theme includes animation and transitions.
- D) A theme is automatically applied to only the currently selected slide.

Answer: <https://biology-forums.com/index.php?topic=270981>

### Question 135

Which of the following is the best application to store large amounts of data?

- A) Word
- B) Wordpad
- C) Access
- D) PowerPoint

Answer: <https://biology-forums.com/index.php?topic=271526>

### Question 136

Match the following descriptions to their correct term:

- I. listing of topics and page numbers A. index
- II. descriptive title for an equation, figure, or table B. table of contents
- III. listing of headings and page numbers C. table of figures
- IV. listing of captions in a document D. table of authorities
- V. listing of cases, legal briefs, and other legal documents E. caption

Answer: <https://biology-forums.com/index.php?topic=271491>

### Question 137

All of the following are valid statements in reference to the If function EXCEPT:

- A) If functions can only be used when a condition will evaluate to either true or false
- B) If functions can be nested when two when two conditions are not sufficient to evaluate an expression
- C) If functions can contain other functions as arguments
- D) If functions work only with numeric values and not with text

Answer: <https://biology-forums.com/index.php?topic=270495>

### Question 138

Relationships in a database can be graphically represented by the \_\_\_\_\_ between the tables.

Answer: <https://biology-forums.com/index.php?topic=270377>

### Question 139

When \_\_\_\_\_ is enabled, Word will recuperate your file if Word crashes prior to saving the file.

Answer: <https://biology-forums.com/index.php?topic=271333>

### Question 140

How does the Play Across Slides from the Audio Options group differ from the Loop Until Stopped check box?

- A) Play Across Slides lets you set the number of slides you wish the audio to play, the Loop Until Stopped option does not
- B) Play Across Slides lets you choose up to 10 slide for the audio to play across; the Loop Until Stopped option allows an unlimited number of slides
- C) Play Across Slides allows you to choose two or more sounds to play simultaneously; the Loop Until Stopped option only allows you to play one over and over again

D) Play Across Slides doesn't let you choose the number of slides to play the audio; the Loop Until Stopped option does

Answer: <https://biology-forums.com/index.php?topic=271223>

### Question 141

In Windows Explorer, what important information does the Address bar offer when saving a file?

- A) The file size
- B) The current drive or folder
- C) The last file saved
- D) The current application being used

Answer: <https://biology-forums.com/index.php?topic=270895>

### Question 142

The \_\_\_\_\_ view can be used to change the appearance of a form but cannot be used to edit individual records.

Answer: <https://biology-forums.com/index.php?topic=270586>

### Question 143

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 144

The \_\_\_\_\_ function totals the values in two or more cells and displays the result in the cell containing the function.

Answer: <https://biology-forums.com/index.php?topic=270714>

### Question 145

Which of the following is TRUE about bitmap images?

- A) Bitmap images can become pixelated.
- B) Bitmap images can be related to connect-the-dot images.
- C) Bitmap images are created by mathematical statements.
- D) Bitmap image clarity is not of photograph quality.

Answer: <https://biology-forums.com/index.php?topic=271193>

### Question 146

Match the following numbers to the spaces in the second column sentences:

- I. one A. Bulleted text should be \_\_\_\_\_ pt or higher.
- II. four B. Use \_\_\_\_\_ space after punctuation.
- III. nine C. PowerPoint offers \_\_\_\_\_ levels of indentation.
- IV. 28 D. Title text should be at least \_\_\_\_\_ pts.
- V. 36 E. To move a slide, the mouse point changes to a \_\_\_\_\_-headed arrow.

Answer: <https://biology-forums.com/index.php?topic=271108>

### Question 147

If you have a section break with unique formatting in each section, and you delete the section break, what happens?

- A) The section formatting is deleted when the section break is deleted and it takes on the formatting of the following section.
- B) Nothing; the document will retain all of the formatting.
- C) The section break is removed and a hard page break is inserted.
- D) The section formatting adopts the Word 2010 default formatting when the section break is deleted.

Answer: <https://biology-forums.com/index.php?topic=271290>

### Question 148

The \_\_\_\_\_ control enables users to keep controls aligned horizontally and vertically, and give their forms a uniform appearance.

Answer: <https://biology-forums.com/index.php?topic=270597>

### Question 149

The table or query that supplies underlying data to a form or report is called the:

- A) Information source
- B) Data source
- C) Record source
- D) Object source

Answer: <https://biology-forums.com/index.php?topic=270535>

### Question 150

Expression Builder can be opened by selecting Builder located in the Query:

- A) Show/Hide group
- B) Setup group
- C) Type group
- D) Results group

Answer: <https://biology-forums.com/index.php?topic=270489>

### Question 151

The \_\_\_\_\_ wrap text style wraps text around the perimeter and inside any open portions of an object.

- A) Tight
- B) Square
- C) Through
- D) Top and Bottom

Answer: <https://biology-forums.com/index.php?topic=271380>

### Question 152

Match the description of the Excel function to their steps:

- I. When you select a chart, Excel displays a Chart Tools contextual tab with three specific tabs A. Design, Layout, and Format
- II. After creating a chart you can change the chart type by using Type button B. Design tab / Change Chart
- III. To reverse the Data Series of a chart C. use the Select Data Source dialog box from the Select Data button
- IV. To change the data source of a chart D. a miniature chart contained in a single cell
- V. A sparkline E. click Switch Row/Column in the Data group

Answer: <https://biology-forums.com/index.php?topic=270815>

### Question 153

A(n) \_\_\_\_\_ is movement applied to an object or text and is viewable in Slide Show view.

Answer: <https://biology-forums.com/index.php?topic=271022>

### Question 154

What does clicking the pushpin next to each file name on the Recent Documents list do?

- A) The file will remain on the Recent Documents list for one full week.
- B) The file will remain on the Recent Documents list indefinitely.
- C) The file can be "pinned" to a particular folder that you designate.
- D) The file is available to be "pinned" to the Quick Access Toolbar.

Answer: <https://biology-forums.com/index.php?topic=270913>

### Question 155

To convert a table back into a range,

- A) click within the table, click the Table Tools Design tab, and then select Convert to Range.
- B) click the Insert tab and then click Range in the Range group.
- C) select any cell in the worksheet then click Existing Range in the Tools group.
- D) click in a cell and on the Home tab, click the Insert arrow in the Cells group.

Answer: <https://biology-forums.com/index.php?topic=270830>

### Question 156

The \_\_\_\_\_ cell is the current cell, indicated by a dark border.

Answer: <https://biology-forums.com/index.php?topic=270647>

### Question 157

Which of the following is NOT a function of the Start button?

- A) A way to open programs
- B) A way to arrange icons on the desktop
- C) Get help
- D) Shut down the computer

Answer: <https://biology-forums.com/index.php?topic=271580>

### Question 158

Using a field that contains a birth year and a field that contains the current year to determine the age of a person listed in a database is called \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270453>

### Question 159

A(n) \_\_\_\_\_ form combines two views of the same record source, displaying one section in a stacked layout and the other in a tabular layout.

Answer: <https://biology-forums.com/index.php?topic=270581>

### Question 160

The \_\_\_\_\_ wrapping style permits text to wrap very closely around the outer edges of an image instead of the frame.

Answer: <https://biology-forums.com/index.php?topic=271409>

### Question 161

\_\_\_\_\_ uses special effects applied to the text itself, not to the shape surrounding the text.

Answer: <https://biology-forums.com/index.php?topic=271170>

### Question 162

The \_\_\_\_\_ tool creates a customizable form that displays the data in a form in both Form view and Datasheet view at the same time.

Answer: <https://biology-forums.com/index.php?topic=270601>

### Question 163

Which of the following should be primarily be avoided?

- A) Bullet text of 28 pt or higher
- B) Underlining text
- C) Creating a focal point on slides
- D) Title text 36 pt or higher

Answer: <https://biology-forums.com/index.php?topic=271076>

### Question 164

Use Shift or \_\_\_\_\_ to select more than one image to be inserted into a photo album presentation.

- A) Alt
- B) F1
- C) Ctrl
- D) PgDn

Answer: <https://biology-forums.com/index.php?topic=271230>

### Question 165

A(n) \_\_\_\_\_ generally appears at the bottom of slides and offers consistent text and/or graphics on each slide.

Answer: <https://biology-forums.com/index.php?topic=271025>

### Question 166

A recipient list is also known as a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271560>

### Question 167

A sparkline is

- A) is a label that describes either the category axis or the value axis.
- B) a miniature chart contained in a single cell.

- C) is the value or name of a data point.  
D) is a label that describes the chart.

Answer: <https://biology-forums.com/index.php?topic=270774>

### Question 168

Access provides built-in, colored \_\_\_\_\_ which can be applied to a report in order to enhance the appearance of the report and give the report a uniform appearance.

Answer: <https://biology-forums.com/index.php?topic=270592>

### Question 169

The \_\_\_\_\_ tab contains all the tools necessary for producing tables, forms, and queries in Access.

- A) External Data
- B) Database Tools
- C) Create
- D) Home

Answer: <https://biology-forums.com/index.php?topic=270352>

### Question 170

Hidden text shows on the screen if you click the \_\_\_\_\_ button in the Paragraph group on the Home tab.

Answer: <https://biology-forums.com/index.php?topic=271390>

### Question 171

Match the following keyboard navigation controls to their function:

- I. Home A. beginning of the document
- II. End B. end of the document
- III. Ctrl+End C. top of the previous page
- IV. Ctrl+PgUp D. end of a line
- V. Ctrl+Home E. beginning of a line

Answer: <https://biology-forums.com/index.php?topic=271341>

### Question 172

A record

- A) is an individual piece of data, such as a last name.
- B) defines the range of data to print.
- C) is a complete set of data for an entity.
- D) is the sequence in which pages print.

Answer: <https://biology-forums.com/index.php?topic=270827>

### Question 173

A page break

- A) freezes only the top row.
- B) is the sequence in which pages print.
- C) indicates where data starts on a new printed page.
- D) stops the printer from printing.

Answer: <https://biology-forums.com/index.php?topic=270821>

### Question 174

The \_\_\_\_\_ displays the number of the current record as well as the total number of records in the table.

Answer: <https://biology-forums.com/index.php?topic=270374>

### Question 175

To Transpose Columns and Rows

- A) select and copy the original range then click the top left corner of the destination range, click the Paste Arrow, and then click Transpose.
- B) save and close the document, then reopen it in "Transpose mode".
- C) drag and drop A-Z onto 1-26.
- D) drag the range to a new location on the worksheet.

Answer: <https://biology-forums.com/index.php?topic=270628>

### Question 176

You are working on an Access form and want to apply programming logic to a field in the form. This can be done in \_\_\_\_\_.

- A) Print Preview
- B) Design View
- C) Stacked View
- D) Layout View

Answer: <https://biology-forums.com/index.php?topic=270554>

### Question 177

To adjust the column width and/or row height of many cells at once

- A) just type longer or taller formulas in some of them.
- B) click and drag across the cells to select them and use any sizing method you choose.
- C) drag the fill handle across the cells.
- D) type A1 in the "Go To" dialog box.

Answer: <https://biology-forums.com/index.php?topic=270622>

### Question 178

Which of the following statements accurately describes a split form?

- A) Split forms combine two different views of two different record sources
- B) A Split form is a type of subform
- C) You cannot edit records in a Split form
- D) Split forms combine two different views of the same record source

Answer: <https://biology-forums.com/index.php?topic=270537>

### Question 179

A(n) \_\_\_\_\_ is a shape that has a line and is often filled with text and is often used in cartooning.

Answer: <https://biology-forums.com/index.php?topic=271161>

### Question 180

To place, or \_\_\_\_\_ an icon to the taskbar allows quick, single-click access to the program.

Answer: <https://biology-forums.com/index.php?topic=271637>

### Question 181

Match the following file names to their descriptions:

- I. file1.wmv A. compressed by using MPEG audio file
- II. file2.mp3 B. recorded music audio file
- III. file3.bmp C. compressed video file that requires minimal storage
- IV. file4.wma D. optimized graphic file format for photographs on the Web
- V. file5.jpg E. uncompressed, large graphic file consisting of rows and columns of dots

Answer: <https://biology-forums.com/index.php?topic=271272>

### Question 182

The Page Number command is located on the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271318>

### Question 183

A lookup table

- A) looks up a value and returns a related result.
- B) contains data for the basis of the lookup and the data to be retrieved.
- C) is the lowest value for a specific category or series.
- D) is a reference to a cell containing a value to look up.

Answer: <https://biology-forums.com/index.php?topic=270692>

### Question 184

The \_\_\_\_\_ function isolates a specific portion of a date, such as the day, month, or year, in a date field.

- A) DatePart
- B) Date
- C) DateDiff
- D) DateArithmetic

Answer: <https://biology-forums.com/index.php?topic=270466>

### Question 185

\_\_\_\_\_ are used in the Relationships window to establish a relationship between two tables.

Answer: <https://biology-forums.com/index.php?topic=270439>

### Question 186

Ryan is preparing a report based on a table containing outstanding invoices. His boss has asked him to make sure the report includes a grand total. Ryan should include this information in the \_\_\_\_\_ section.

Answer: <https://biology-forums.com/index.php?topic=270593>

### Question 187

When you select a picture on a PowerPoint slide, the \_\_\_\_\_ Format tab becomes available.

Answer: <https://biology-forums.com/index.php?topic=271236>

### Question 188

Which of the following statements is TRUE when comparing forms and reports?

- A) The same wizard can be used for creating forms and reports.
- B) Forms and reports contain the same controls.
- C) Themes can be used with Reports, but not with Forms.
- D) Creating forms and reports begins by sketching an outline of the form or report.

Answer: <https://biology-forums.com/index.php?topic=270546>

### Question 189

Match the following parts of the PowerPoint interface with its function

- I. Slides tab A. add and edit text for use by the speaker
- II. Slide pane B. contains the slide number, theme name, and view options in Normal view
- III. Notes pane C. shows slide thumbnails
- IV. status bar D. displays bulleted text of a presentation
- V. Outline tab E. edit the current slide

Answer: <https://biology-forums.com/index.php?topic=271032>

### Question 190

The \_\_\_\_\_ property can be used to create a label that appears in forms and reports.

Answer: <https://biology-forums.com/index.php?topic=270444>

### Question 191

Excel creates charts on the same worksheet as the original data set, but you can \_\_\_\_\_ the chart to its own chart sheet.

Answer: <https://biology-forums.com/index.php?topic=270791>

### Question 192

How is data in a database stored?

- A) In tables
- B) As a main document
- C) In merge fields
- D) In header rows

Answer: <https://biology-forums.com/index.php?topic=271528>

### Question 193

Which of the following is NOT a way to return to a document from the Backstage view?

- A) Click the document thumbnail
- B) Click the File tab
- C) Click the Close button on the Backstage view window
- D) Click ESC on the keyboard

Answer: <https://biology-forums.com/index.php?topic=271308>

### Question 194

Match the following terms to their meanings:

- I. A surface chart displays A. relationships among three values by using bubbles
- II. A doughnut chart displays B. contains a single chart and no spreadsheet data
- III. A bubble chart shows C. enables you to adjust the size of the chart
- IV. A chart sheet D. trends using two dimensions on a continuous curve
- V. A resizing handle, indicated by faint dots on the outside border of a selected chart E. values as percentages of the whole but may contain more than one data series

Answer: <https://biology-forums.com/index.php?topic=270811>

### Question 195

The \_\_\_\_\_ group on the Review tab includes Accept and Reject buttons.

- A) Proofing
- B) Comments
- C) Changes
- D) Tracking

Answer: <https://biology-forums.com/index.php?topic=271433>

### Question 196

A data \_\_\_\_\_ is a group of related data points.

Answer: <https://biology-forums.com/index.php?topic=270780>

### Question 197

What is syntax?

- A) The rules for constructing an equation
- B) The arrangement of data in ascending order
- C) Data inserted into a main document during a mail merge
- D) Data source information

Answer: <https://biology-forums.com/index.php?topic=271512>

### Question 198

Which of the following is considered the most commonly used in a long document?

- A) Table of Figures
- B) Captions
- C) Table of Contents
- D) Table of Authorities

Answer: <https://biology-forums.com/index.php?topic=271453>

### Question 199

Which of the following audio files would most likely be used to create sound files for UNIX computers?

- A) bells\_ringing.mp3
- B) traffic.wav
- C) dog\_barking.midi
- D) cat\_purring.au

Answer: <https://biology-forums.com/index.php?topic=271216>

### Question 200

The \_\_\_\_\_ keys on the keyboard allow a user to cycle through all open windows.

- A) Ctrl+Shift
- B) Shift+Tab
- C) Alt+Ctrl
- D) Alt+Tab

Answer: <https://biology-forums.com/index.php?topic=271604>

### Question 201

Which of the following is TRUE about reusing slides from an existing presentation?



- A) The file from which you are reusing slides must be open.
- B) Slides can only be reused from older version of PowerPoint.
- C) To start the process, click the File tab.
- D) When you insert a slide into an open presentation, the slide takes on the formatting of the current presentation.

Answer: <https://biology-forums.com/index.php?topic=271067>

### Question 202

Match the following terms to their descriptions:

- I. row in an Excel table A. increases the number of columns
- II. creating a table from existing data in a range B. increases the number of rows
- III. converting a table back into a range C. restores Range tools
- IV. Adding a record to a table D. enables unique table tools
- V. adding a field to a table E. represents a record.

Answer: <https://biology-forums.com/index.php?topic=270885>

### Question 203

\_\_\_\_\_ options are the settings that are in effect when an application is installed. Spelling and grammar checker as active is one example of this.

Answer: <https://biology-forums.com/index.php?topic=270951>

### Question 204

The foreground of a picture can be described as the:

- A) portion to be removed.
- B) only portion available for the contrast and brightness features.
- C) portion to be kept.
- D) portion that is compressed within a photo.

Answer: <https://biology-forums.com/index.php?topic=271383>

### Question 205

Match the following Word features with their association:

- I. Bibliography A. topics and page numbers in a document
- II. Table of authorities B. considered by many as a Works Cited
- III. Table of figures C. a reference of captions
- IV. Table of contents D. used in legal documents
- V. Index E. headings as they appear in a document

Answer: <https://biology-forums.com/index.php?topic=271494>

### Question 206

\_\_\_\_\_ is the process of displaying only records that meet specific conditions.

Answer: <https://biology-forums.com/index.php?topic=270873>

### Question 207

If you need to create a report quickly, you can use the Report \_\_\_\_\_, which asks a series of questions and designs a custom report based on your answers.

Answer: <https://biology-forums.com/index.php?topic=270599>

### Question 208

Which of the following is a less common data field in a recipient list?

- A) first name
- B) last name
- C) phone number
- D) date of birth

Answer: <https://biology-forums.com/index.php?topic=271523>

### Question 209

Which of the following is TRUE about the SmartArt diagram galleries?

- A) There are two: colors and special effects
- B) There are three: colors, effects, and fill
- C) There are two: colors and shapes

D) There are two: layout and colors

Answer: <https://biology-forums.com/index.php?topic=271137>

### Question 210

Where would you create a field to track company information such as customer contact or product type?

- A) Document Panel
- B) Compatibility Checker
- C) Window search tool
- D) Document Inspector

Answer: <https://biology-forums.com/index.php?topic=271312>

### Question 211

Important or serious alerts in the Action Center are noted by a:

- A) red, flashing sign.
- B) red star.
- C) yellow flag.
- D) red flag.

Answer: <https://biology-forums.com/index.php?topic=271616>

### Question 212

When you use the mouse to drag around and select an array of objects, you have created a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271164>

### Question 213

In Access, a query criterion use to locate a blank field is:

- A) Empty
- B) Void
- C) Null
- D) Invalid

Answer: <https://biology-forums.com/index.php?topic=270405>

### Question 214

One benefit of using range names in formulas is

- A) it directly or indirectly refers to the cell containing the formula.
- B) it contains both an absolute and a relative cell reference.
- C) it identifies the present value of the loan.
- D) if you copy the formula, you do not have to make the cell reference absolute.

Answer: <https://biology-forums.com/index.php?topic=270705>

### Question 215

A \_\_\_\_\_ is a space for individual piece of data within a record, such as a street name.

Answer: <https://biology-forums.com/index.php?topic=270865>

### Question 216

The Show/Hide button is located on the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271400>

### Question 217

Match the math and statistical functions to their descriptions:

- I. =ROUND(number,num\_digits) A. Returns the average of the internal values in a range by excluding the outliers
- II. =SUMPRODUCT(array1,[array2],[array3],...) B. Finds the result of multiplying the values in one range by the related values in another column and then adding those products
- III. =TRIMMEAN(array1,percent) C. Rounds a value to a specific number of digits
- IV. =TRUNC(number,[num\_digits]) D. Displays the absolute value

of a number  
V. =ABS(number) E. Returns the integer equivalent  
of a number by removing the  
decimal or fractional portion

Answer: <https://biology-forums.com/index.php?topic=270735>

### Question 218

A single data series  
A) compares values for one set of data.  
B) groups or clusters similar data in columns to compare values across categories.  
C) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.  
D) compares two or more sets of data in one chart.

Answer: <https://biology-forums.com/index.php?topic=270751>

### Question 219

Match the following descriptions to their correct term:  
I. citation at the bottom of a page A. footnote  
II. citation after all text in a document B. endnote  
III. all citation sources in a current document C. Master List  
IV. a database of all citation sources in Word D. bibliography  
V. list of works cited by an author in  
a document E. Current List

Answer: <https://biology-forums.com/index.php?topic=271493>

### Question 220

Match the following programs or features to their descriptions:  
I. Windows Defender A. Windows 7 software to help prevent unauthorized  
incoming and outgoing traffic  
II. Windows Update B. antispyware software  
III. Windows Firewall C. modifications to the operating system  
IV. Parental controls D. includes a bar to adjust the level of security  
V. UAC E. limit hours of access, types of games available, or  
programs that run

Answer: <https://biology-forums.com/index.php?topic=271665>

### Question 221

Which of the following is TRUE about the Outline view?  
A) Double-click the slide icon to collapse or expand slide content.  
B) You can only collapse or expand a full presentation, not a single slide.  
C) Press Tab to create a new slide  
D) The collapsed outline view displays only the slide icon.

Answer: <https://biology-forums.com/index.php?topic=271055>

### Question 222

A table of \_\_\_\_\_ lists a variety of legal cases or other legal documents referred to in a legal brief.

Answer: <https://biology-forums.com/index.php?topic=271485>

### Question 223

Match the PowerPoint feature with the group where it can be accessed:  
I. change slide orientation A. Page Setup group  
II. remove all transitions B. Text group  
III. create a header C. Start Slide Show group  
IV. check animations D. Timing group  
V. view a slide show from the beginning E. Preview group

Answer: <https://biology-forums.com/index.php?topic=271039>

### Question 224

The \_\_\_\_\_ button in the Changes group on the Review tab allows you to remove a suggested change.

Answer: <https://biology-forums.com/index.php?topic=271468>

### Question 225

Freezing rows and/or columns

- A) collects structured, related data in columns and rows.
- B) keeps them visible as you scroll through a worksheet.
- C) indicates where data starts on a new printed page.
- D) enables you to adjust settings to control how the worksheet will print.

Answer: <https://biology-forums.com/index.php?topic=270817>

### Question 226

When you use the Split Form tool, the \_\_\_\_\_ views are synchronized with each other at all times.

- A) Form and Layout
- B) Layout and Design
- C) Form and Datasheet
- D) Design and Datasheet

Answer: <https://biology-forums.com/index.php?topic=270562>

### Question 227

Match the PowerPoint 2010 feature with the group where they are located:

- I. SmartArt A. Text group
- II. Convert to SmartArt Graphic B. Paragraph group
- III. WordArt C. Illustrations group
- IV. Color D. Arrange group
- V. Rotate E. Adjust group

Answer: <https://biology-forums.com/index.php?topic=271188>

### Question 228

Using Conditional \_\_\_\_\_ to highlight errors" helps locate errors in cells quickly.

Answer: <https://biology-forums.com/index.php?topic=270880>

### Question 229

Jen is working on a database that stores employee data. In the EmployeeData Table, there is a field that stores the number of years each employee has been with the company. She needs to design a query that shows all employees that have worked for company more than ten years. Which of the following query criteria should Jen use to locate is information and display records of employees with the company more than ten years?

- A) >10
- B) #10#
- C) =>10
- D) <>10

Answer: <https://biology-forums.com/index.php?topic=270392>

### Question 230

The \_\_\_\_\_: Show Markup view displays the inserted text in the body of the document and deleted text in a balloon.

Answer: <https://biology-forums.com/index.php?topic=271471>

### Question 231

The order of \_\_\_\_\_ controls the sequence in which Excel does math.

Answer: <https://biology-forums.com/index.php?topic=270656>

### Question 232

Which of the following is NOT typically included in a table of authorities?

- A) Legal cases
- B) Treaties
- C) Legal rules
- D) Captions

Answer: <https://biology-forums.com/index.php?topic=271457>

### Question 233

Match the following galleries with their description:

- I. Theme gallery A. includes soft glow, shadows, and

three-dimensional

- II. Colors gallery B. includes checks, stripes, blocks, and dots
- III. Theme Fonts gallery C. pairs title text with body text
- IV. Effects gallery D. eight options viewable from the Design tab and can click More for the full gallery
- V. Background Styles gallery E. part of a theme design that defines a set of shades for all slides

Answer: <https://biology-forums.com/index.php?topic=271115>

### Question 234

Which of the following is NOT a method of selecting more than one shape in order to apply a Quick Style?

- A) Drag the mouse around all objects
- B) Press Ctrl and select each object
- C) Press Shift and select each object
- D) Press Alt and select each object

Answer: <https://biology-forums.com/index.php?topic=271124>

### Question 235

Match the following features of a dialog box to each example:

- I. option button A. incrementally increase the number of pages to print
- II. text box B. mutually exclusive set: print current page, specific pages, or all pages
- III. list box C. print a specific range of pages
- IV. spin arrow D. several print options: printing all pages, only odd or even pages
- V. check box E. several toggle options: print to a file, use manual duplex

Answer: <https://biology-forums.com/index.php?topic=271669>

### Question 236

Match the following design tips with how the tip can be followed:

- I. Keep the design neat and clean A. Use clip art of only one style
- II. Use unified design elements B. Leave this only for hyperlinks
- III. Choose fonts appropriately C. Bullet text should be in sentence case
- IV. Make text readable D. Use a maximum of three fonts per slide
- V. Do not underline text E. Use sans serif for presentations on a projector

Answer: <https://biology-forums.com/index.php?topic=271116>

### Question 237

It is important to use either \_\_\_\_\_ view or Slide Sorter view when creating sections.

Answer: <https://biology-forums.com/index.php?topic=271095>

### Question 238

Which of the following statements is true regarding multi-table queries?

- A) Skill is required in choosing the right tables and managing table relationships
- B) If join lines do not appear between tables, the multi-table query results will not be affected
- C) Creating a multi-table query is different from creating a single table query
- D) You should add all the tables in a database to your multi-table query

Answer: <https://biology-forums.com/index.php?topic=270421>

### Question 239

Changing features of a theme can be done through the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271100>

### Question 240

If you narrow the margins of a document and the lines of text of a paragraph with only soft returns are made longer, what happens to the number of soft returns?

- A) The number remains the same
- B) The number of soft returns decreases
- C) The number of soft returns increases
- D) All soft returns are replaced with hard returns

Answer: <https://biology-forums.com/index.php?topic=271276>

### Question 241

A field name can begin with a(n) \_\_\_\_\_.

- A) space
- B) accent grave
- C) period
- D) number

Answer: <https://biology-forums.com/index.php?topic=270425>

### Question 242

WordArt can be added to a slide from the \_\_\_\_\_ tab.

- A) Home
- B) Design
- C) Slide Show
- D) Insert

Answer: <https://biology-forums.com/index.php?topic=271141>

### Question 243

If you use Remote Assistance with someone who does not have Windows 7, an invitation file is sent. the invitation file includes a \_\_\_\_\_ that is used to connect the two computers.

- A) help file and password
- B) login and password
- C) Website address
- D) password

Answer: <https://biology-forums.com/index.php?topic=271631>

### Question 244

WordArt Text Effects include a unique \_\_\_\_\_ option to rotate the WordArt text around a path.

- A) 3-D Rotation
- B) Shadow
- C) Bevel
- D) Transform

Answer: <https://biology-forums.com/index.php?topic=271143>

### Question 245

Marla is working in a database that stores customer purchases. She needs to find customers in the New York area that have purchased over \$5000 worth of goods. Which query operator would Marla use in a query to find this information?

- A) OR
- B) NOT
- C) AND
- D) NULL

Answer: <https://biology-forums.com/index.php?topic=270403>

### Question 246

It is suggested that a title slide should include a title in \_\_\_\_\_ words.

- A) two to five
- B) a minimum of six
- C) ten to fifteen
- D) a minimum of fifteen

Answer: <https://biology-forums.com/index.php?topic=270974>

### Question 247

Which of the following is FALSE about sections in PowerPoint?

- A) They help you group meaningful slides together.
- B) You can change section names
- C) Slide sections can be created in Slide Show view.
- D) Slide sections can be collapsed.

Answer: <https://biology-forums.com/index.php?topic=271070>

### Question 248

Match the PowerPoint feature or function with the tab where it can be accessed:

- I. see slide in a three-pane window A. Slide Show tab
- II. view slides from the first slide B. View tab
- III. save a file with a new name C. Home tab
- IV. create a new slide D. Design tab
- V. choose a new theme E. File tab

Answer: <https://biology-forums.com/index.php?topic=271034>

### Question 249

Match the following windows to an option included within that window:

- I. Computer A. Windows Remote Assistance button
- II. Windows Help and Support B. pencil tool, brushes, colors, shapes
- III. Paint C. spyware check
- IV. Windows Defender D. a summary of computer's disk configuration
- V. WordPad E. formatting tools

Answer: <https://biology-forums.com/index.php?topic=271667>

### Question 250

What tab is accessed in order to print a slide show?

- A) File
- B) Home
- C) Insert
- D) Review

Answer: <https://biology-forums.com/index.php?topic=271000>

### Question 251

Which of the following is TRUE about files?

- A) Software is used to create folders, not files.
- B) For a file to be accessed at a later time, it must be stored only on the computer's hard drive.
- C) A digital photograph or music can be a file.
- D) Files contain folders.

Answer: <https://biology-forums.com/index.php?topic=270891>

### Question 252

An (A) \_\_\_\_\_ cell reference provides a permanent reference to a specific cell.

Answer: <https://biology-forums.com/index.php?topic=270709>

### Question 253

All of the following are true in reference to Expression Builder EXCEPT:

- A) Expression Builder inserts placeholders that tell you where each argument belongs when you insert functions
- B) Expression Builder gives you lists of fields, operators, and functions you need to create expressions.
- C) Expression Builder can be used when working with controls in forms and reports.
- D) Expression Builder can only be used with functions designed by the user and not with built-in functions

Answer: <https://biology-forums.com/index.php?topic=270482>

### Question 254

A data series

- A) displays data comparisons vertically in columns.
- B) is a group of related data points.
- C) is text that describes a collection of data points in a chart.
- D) contains the entire chart and all of its elements.

Answer: <https://biology-forums.com/index.php?topic=270742>

### Question 255

\_\_\_\_\_ view is a new view in PowerPoint 2010.

Answer: <https://biology-forums.com/index.php?topic=271008>

### Question 256

A(n) \_\_\_\_\_ control is a word or phrase that describes data, and is usually positioned to the left of a text box control.

Answer: <https://biology-forums.com/index.php?topic=270588>

### Question 257

A legend

- A) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.
- B) adds a third dimension to each data series, creating a distorted perspective of the data.
- C) places (stacks) data in one column per category, with each column having the same height of 100%.
- D) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.

Answer: <https://biology-forums.com/index.php?topic=270754>

### Question 258

A stacked column chart

- A) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.
- B) adds a third dimension to each data series, creating a distorted perspective of the data.
- C) compares values across categories using horizontal bars.
- D) places (stacks) data in one column per category, with each column having the same height of 100%.

Answer: <https://biology-forums.com/index.php?topic=270755>

### Question 259

What type of form displays records in a tabular layout similar to a table's Datasheet view but has more editing options, such as adding graphics and buttons, than a datasheet?

- A) Split Form
- B) Multiple Items Form
- C) Subform
- D) Datasheet form

Answer: <https://biology-forums.com/index.php?topic=270538>

### Question 260

Match the keystrokes to their descriptions:

- I. Up Arrow A. Move up one cell in the same column
- II. Down Arrow B. Move left one cell in the same row
- III. Left Arrow C. Move down one cell in the same column
- IV. Right Arrow D. Move right one cell in the same row
- V. Home E. Move the active cell to column A of current row

Answer: <https://biology-forums.com/index.php?topic=270663>

### Question 261

A circular reference

- A) is a predefined formula that performs a calculation.
- B) is a rule that governs the structure and components for functions.
- C) occurs when a formula directly or indirectly refers to the cell containing the formula.
- D) is an input such as a cell reference or a value needed to complete a function.

Answer: <https://biology-forums.com/index.php?topic=270675>

### Question 262

The New Slide arrow is located on the \_\_\_\_\_ tab.

- A) File
- B) Insert
- C) Home
- D) Design

Answer: <https://biology-forums.com/index.php?topic=271066>

### Question 263

Sheila is creating a database that will store student data. The database will contain a Field named DeansList. This field identifies whether or not a student appears on the dean's list. Sheila should use the \_\_\_\_\_ data type to this field.

Answer: <https://biology-forums.com/index.php?topic=270437>



### Question 264

Excel displays the row labels in the first column on the \_\_\_\_\_ axis.

Answer: <https://biology-forums.com/index.php?topic=270787>

### Question 265

Conditional formatting

- A) highlights or emphasizes cells that meet certain conditions.
- B) tags a table element as a reference in a formula.
- C) formats the condition of the worksheet in preparation for printing.
- D) calculates an aggregate for values in a range or database.

Answer: <https://biology-forums.com/index.php?topic=270848>

### Question 266

Which of the following is TRUE about a focal point on a slide?

- A) It is important to always have your images quite large to create a focal point.
- B) The viewer's eyes should be led away from the focal point.
- C) It is important to create a focal point that leads the viewer's eyes to critical information.
- D) The focal point should never be the main area of interest on a slide.

Answer: <https://biology-forums.com/index.php?topic=271073>

### Question 267

The \_\_\_\_\_ option will stretch a title to span across the top of a page.

- A) Condensed
- B) Kerning
- C) Positioning
- D) Expanded

Answer: <https://biology-forums.com/index.php?topic=271355>

### Question 268

Which of the following is FALSE about SmartArt objects?

- A) Special modifications include Text Fill, Text Effects, and a Transform option
- B) A pane is provided for entering information
- C) Shapes and text is automatically resized
- D) Layouts can easily be changed

Answer: <https://biology-forums.com/index.php?topic=271131>

### Question 269

Previewing the worksheet in Backstage view

- A) autoprints
- B) sets the sequence in which pages print.
- C) enables you to adjust settings to control how the worksheet will print.
- D) defines the range of data to print.

Answer: <https://biology-forums.com/index.php?topic=270820>

### Question 270

Match the following terms to their meanings:

- I. taskbar A. onscreen rectangular area
- II. window B. pointer, or link, to a program or resource
- III. icon C. displays icons for background programs and resources
- IV. shortcut D. area that enables you to move among open applications
- V. Notification area E. small picture on the desktop

Answer: <https://biology-forums.com/index.php?topic=271660>

### Question 271

Match the following terms to their meanings:

- I. The value axis A compares two or more sets of data in one chart
- II. A single data series chart B. is a key that identifies the color, gradient,

picture, texture, or pattern fill assigned to each data series in a chart

III. A multiple data series chart C. displays incremental values to identify the values of the data series

IV. A clustered column chart D. compares values for one set of data

V. A legend E. groups or clusters similar data in columns to compare values across categories

Answer: <https://biology-forums.com/index.php?topic=270808>

### Question 272

A group of fields for a person or thing is known as a:

- A) row.
- B) data source.
- C) record.
- D) column.

Answer: <https://biology-forums.com/index.php?topic=271524>

### Question 273

The default alignment of Word documents is:

- A) left-aligned.
- B) justified.
- C) right-aligned.
- D) centered.

Answer: <https://biology-forums.com/index.php?topic=271365>

### Question 274

What does dividing content into sections do?

- A) It helps divide a slide into different placeholder areas.
- B) It helps divide your animations and transitions into manageable sections that coordinate well together.
- C) It structures the text into an organized outline format.
- D) It helps you group slides into meaningful segments.

Answer: <https://biology-forums.com/index.php?topic=271068>

### Question 275

The Table Style Options Group

- A) contains check boxes to select format actions such as First Column which applies a different format to the first column when checked.
- B) keeps Table Options visible as you scroll through a worksheet.
- C) enables you to adjust settings to control how many pages will print.
- D) is a collection of structured, related data in columns and rows.

Answer: <https://biology-forums.com/index.php?topic=270836>

### Question 276

Which of the following is NOT a SmartArt category diagram?

- A) Hierarchy
- B) 3-D
- C) List
- D) Matrix

Answer: <https://biology-forums.com/index.php?topic=271132>

### Question 277

If you have two columns of text and want to change to one column on the same page, insert a(n) \_\_\_\_\_ section break.

- A) Column
- B) Continuous
- C) Next Page
- D) Even Page

Answer: <https://biology-forums.com/index.php?topic=271292>

### Question 278

In the first Form Wizard dialog box, you would specify the \_\_\_\_\_.

- A) tables or queries to be used and the fields to include

- B) layout of the form
- C) name of the form
- D) design of the form

Answer: <https://biology-forums.com/index.php?topic=270551>

### Question 279

Dianna wants to compact an Access database. She can find the tool to compact the database by clicking on the \_\_\_\_\_ tab.

- A) File
- B) Home
- C) Create
- D) External

Answer: <https://biology-forums.com/index.php?topic=270345>

### Question 280

A(n) \_\_\_\_\_ is a set of intersecting lines, similar to graph paper.

Answer: <https://biology-forums.com/index.php?topic=271179>

### Question 281

Match the following document needs to the Word solution:

- I. starting a new chapter on a new page A. hard page break
- II. changing orientation in the middle of a document B. soft page break
- III. continuing text fluidly from one page to the next C. soft return
- IV. end one paragraph and begin another D. section break
- V. continue text within a paragraph from line to line E. hard return

Answer: <https://biology-forums.com/index.php?topic=271340>

### Question 282

When you select an audio clip on a slide, the \_\_\_\_\_ tab appears but is not relevant to the audio clip.

Answer: <https://biology-forums.com/index.php?topic=271256>

### Question 283

Which of the following is FALSE about paragraph styles?

- A) A paragraph style can be applied to multiple paragraphs.
- B) A paragraph style stores alignment and line spacing.
- C) A paragraph style can be applied to only selected words in a paragraph.
- D) Styles can be applied from the Home tab.

Answer: <https://biology-forums.com/index.php?topic=271373>

### Question 284

Match the math and statistical functions to their descriptions:

- I. =ABS(number) A. Counts how often a value appears in a given range
- II. FREQUENCY(data\_array,bins\_array) B. Displays the absolute value of a number
- III. =INT(number) C. Rounds a value number down to the whole number
- IV. =MODE.SNGL(number1,[number2],...) D. Displays the most frequently occurring value in a list
- V. =PI() E. Returns the value of pi accurate up to 15 digits

Answer: <https://biology-forums.com/index.php?topic=270733>

### Question 285

After you have located a program name from the Start menu, in order to create a shortcut on the desktop,:

- A) left-click and choose Create shortcuts here.
- B) right-click, drag the program name to the desktop, and click Create shortcuts here.
- C) right-click and drag the program name to the desktop.
- D) double-click the program name and click Create shortcuts here.

Answer: <https://biology-forums.com/index.php?topic=271576>

### Question 286

The \_\_\_\_\_ file format retains only text without saving any formatting.

- A) .txt
- B) .htm
- C) .docx
- D) .rtf

Answer: <https://biology-forums.com/index.php?topic=271059>

### Question 287

Access is made up of different types of \_\_\_\_\_, which may include tables, forms, reports, and queries.

Answer: <https://biology-forums.com/index.php?topic=270367>

### Question 288

In order to create an outline of a presentation you must be in \_\_\_\_\_ view.

- A) Outline
- B) Slide Sorter
- C) Normal
- D) Slide Show

Answer: <https://biology-forums.com/index.php?topic=271047>

### Question 289

A nonadjacent range

- A) is the best tool to use to decide which numbers to select.
- B) is selected with the "Ctrl + Alt + Delete" key combination.
- C) contains two or more cells or ranges that are not touching each other.
- D) isn't possible in Excel 2010.

Answer: <https://biology-forums.com/index.php?topic=270624>

### Question 290

Consider the table pictured above. The value of \$17.50 in the totals row represents the mean hourly wage. How was this value calculated in the totals row?

- A) This value is a result of the Count function being applied to the HourlyWage Field
- B) This value is a result of the Average function being applied to the HourlyWage Field
- C) This value is a result of the Sum function being applied to the HourlyWage Field
- D) This value is a result of the Maximum function being applied to the HourlyWage Field

Answer: <https://biology-forums.com/index.php?topic=270500>

### Question 291

Match each term to the correct definition.

- I. Data Redundancy A. Determines what field values you can enter for a field
- II. AutoNumber B. Value of an empty field
- III. Data Type C. Unnecessary duplication of data in multiple tables
- IV. Yes/No D. Data type that limits field values to on and off, for example
- V. Null E. Data type that contains objects created in other applications
- VI. OLE F. Data type that automatically increments each time a record is entered
- VII. Delimiters G. Special characters that surround a criterion's value

Answer: <https://biology-forums.com/index.php?topic=270462>

### Question 292

All of the following are sections in an Access report EXCEPT:

- A) Report Detail section
- B) Report Header section
- C) Report Calculated section
- D) Report Footer section

Answer: <https://biology-forums.com/index.php?topic=270560>

### Question 293

The Previous and Next buttons are in the \_\_\_\_\_ group on the Review tab.

Answer: <https://biology-forums.com/index.php?topic=271463>

### Question 294

In a query, which of the following statements is true regarding delimiters in the criterion of a field?

- A) Text data types must be enclosed in pound signs
- B) Number data types require no delimiters
- C) Date/Time data types must be enclosed in quotations
- D) Number data types must be enclosed in single quotes

Answer: <https://biology-forums.com/index.php?topic=270395>

### Question 295

Which of the following special effects is available from the Font dialog box but is not available from the Font group on the Home tab?

- A) Strikethrough
- B) Subscript
- C) Superscript
- D) Small caps

Answer: <https://biology-forums.com/index.php?topic=271351>

### Question 296

The \_\_\_\_\_ value is a reference to a cell containing a value to look up for a function.

Answer: <https://biology-forums.com/index.php?topic=270723>

### Question 297

Match the following terms with their descriptions:

- I. hanging indent A. marks the location to indent only the first line in a paragraph
- II. first line indent B. refers to placement of text between left and right margins
- III. horizontal alignment C. space between lines in a paragraph
- IV. paragraph spacing D. amount of space before or after a paragraph
- V. line spacing E. marks how far to indent each line of a paragraph except the first

Answer: <https://biology-forums.com/index.php?topic=271419>

### Question 298

Match the shape or design with their description:

- I. vertex A. point where a curve or line ends or meets in a free form shape
- II. selection net B. interior area of a shape
- III. fill C. area you define by dragging the mouse
- IV. picture fill D. shape filled with an image from a file
- V. gradient fill E. blend of two or more colors or shapes

Answer: <https://biology-forums.com/index.php?topic=271183>

### Question 299

In what order are the headings of a table of contents listed?

- A) Alphabetically
- B) In the order they appear in a document
- C) In the order that you entered them into the document
- D) In the order of length-the longest first

Answer: <https://biology-forums.com/index.php?topic=271445>

### Question 300

A doughnut chart displays

- A) enables you to adjust the size of the chart remotely.
- B) relationships among three values by using bubbles.
- C) contains a single chart and no spreadsheet data.

D) values as percentages of the whole but may contain more than one data series.

Answer: <https://biology-forums.com/index.php?topic=270766>

### Question 301

The WordArt Quick Style feature is located on the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271171>

### Question 302

What is the keyboard shortcut to enter a hard page break?

- A) Ctrl+Spacebar
- B) Ctrl+Enter
- C) Alt+Enter
- D) Ctrl+Tab

Answer: <https://biology-forums.com/index.php?topic=271279>

### Question 303

\_\_\_\_\_ sorts a list of text data in reverse alphabetical order from Z to A, or a numeric list in highest to lowest.

Answer: <https://biology-forums.com/index.php?topic=270380>

### Question 304

In addition to sorting and filtering cells by content you can sort and/or filter by

- A) Top/Bottom rules
- B) conditional formatting.
- C) icon sets
- D) the data bar

Answer: <https://biology-forums.com/index.php?topic=270857>

### Question 305

A(n) \_\_\_\_\_ is a set of formatting options you apply to characters or paragraphs.

Answer: <https://biology-forums.com/index.php?topic=271404>

### Question 306

\_\_\_\_\_ uses a palette in the center of the window that acts as an easel on which you can draw.

Answer: <https://biology-forums.com/index.php?topic=271646>

### Question 307

The \_\_\_\_\_ view in Access looks similar to an Excel Spreadsheet.

- A) Report
- B) Form
- C) Datasheet
- D) Design

Answer: <https://biology-forums.com/index.php?topic=270346>

### Question 308

When you locate an image on the Internet and copy it, where is it copied to?

- A) Directly to the slide
- B) To the Clipboard
- C) To Windows Explorer
- D) To the PowerPoint folder

Answer: <https://biology-forums.com/index.php?topic=271205>

### Question 309

Match the following PowerPoint picture tools with their description:

- I. sharpening A. sepia is one example
- II. tone B. the difference between the darkest and lightest areas of an image
- III. recolor C. temperature of a color measured in kelvin units
- IV. contrast D. making boundaries of the image content more pronounced
- V. brightness E. lightness and darkness of an image

Answer: <https://biology-forums.com/index.php?topic=271264>

### Question 310

Choosing the layout for a slide is done by clicking the \_\_\_\_\_ arrow on the \_\_\_\_\_ tab.

- A) New Layout; Home
- B) New Slide; Home
- C) New Slide; Insert
- D) Slide; Design

Answer: <https://biology-forums.com/index.php?topic=270979>

### Question 311

Match the following keyboard navigation controls to their function:

- I. Ctrl+PgDn A. one word to the right
- II. Ctrl+Right arrow B. down one paragraph
- III. Ctrl+Down arrow C. down one line
- IV. Down arrow D. right one character
- V. Right arrow E. top of next page

Answer: <https://biology-forums.com/index.php?topic=271338>

### Question 312

The \_\_\_\_\_ is at the very top of a Word window and displays the file name and application, as well as the Quick Access Toolbar.

Answer: <https://biology-forums.com/index.php?topic=271313>

### Question 313

Which of the following video options is NOT included on the Video Tools Format tab?

- A) Looping
- B) Cropping
- C) Applying a style
- D) Sizing

Answer: <https://biology-forums.com/index.php?topic=271210>

### Question 314

What do you need to do in order for a table of contents to be automatically generated in Word?

- A) Nothing; it can be automatically generated without doing anything special.
- B) You must designate the first word of each entry by bolding it
- C) You must mark each entry from the feature on the References tab.
- D) A style must be applied to each heading.

Answer: <https://biology-forums.com/index.php?topic=271446>

### Question 315

Where are all citation sources created in Word saved?

- A) In the Current List
- B) In the Master List
- C) In Track Changes
- D) In a bibliography

Answer: <https://biology-forums.com/index.php?topic=271438>

### Question 316

You can use the \_\_\_\_\_ function in an expression requiring the current date.

- A) Date
- B) DatePart
- C) Now
- D) DateDiff

Answer: <https://biology-forums.com/index.php?topic=270503>

### Question 317

The built-in If Function evaluates a condition and displays \_\_\_\_\_.

- A) the same value for conditions that evaluate to true or false
- B) a value only if the condition is true

- C) one value when the condition is true and another value when the condition is false  
D) a value only if the condition is false

Answer: <https://biology-forums.com/index.php?topic=270465>

### Question 318

Which of the following statements offers the best method for ensuring that a database is recoverable in case of corruption?

- A) Limit the number of queries containing expressions in order to limit the chances of corrupting the database  
B) Avoid using the misspelled names of tables and fields in calculated field expressions  
C) Avoid using too many date arithmetic related functions.  
D) Make a copy of the database before attempting to make changes to the database.

Answer: <https://biology-forums.com/index.php?topic=270496>

### Question 319

Which PowerPoint correction tool can be overused to make the image appear grainy?

- A) Brightness  
B) Contrast  
C) Sharpening  
D) Softening

Answer: <https://biology-forums.com/index.php?topic=271203>

### Question 320

The \_\_\_\_\_ ratio is the ratio of an object's width in regard to its height.

Answer: <https://biology-forums.com/index.php?topic=271174>

### Question 321

A field can store a web site address or the path to a file if the \_\_\_\_\_ data type is applied to the field

Answer: <https://biology-forums.com/index.php?topic=270455>

### Question 322

To Create a new Conditional Formatting Rule,

- A) convert the cell to a Range.  
B) select any cell in the table, then click New Rule in the Tools group.  
C) click in a cell and on the Home tab, click the Conditional arrow in the Cells group.  
D) click Conditional Formatting from the Cell Styles group and select New Rule.

Answer: <https://biology-forums.com/index.php?topic=270854>

### Question 323

\_\_\_\_\_ a video in a presentation connects it to another location such as a Web site or a storage device.

- A) Softening  
B) Cropping  
C) Linking  
D) Embedding

Answer: <https://biology-forums.com/index.php?topic=271208>

### Question 324

To Create a new Conditional Formatting Rule, click Conditional Formatting from the Cell \_\_\_\_\_ group and select New Rule.

Answer: <https://biology-forums.com/index.php?topic=270881>

### Question 325

Where can you store data such as an author's name, purpose of the file, and the intended audience, that won't be seen directly in the document?

- A) Document Panel  
B) Print Preview features  
C) Document Inspector  
D) Compatibility Checker feature

Answer: <https://biology-forums.com/index.php?topic=271307>

### Question 326

Items such as a Pencil tool, Brushes, Colors, and Shapes are a part of the \_\_\_\_\_ program.

- A) WordPad



- B) Paint
- C) Notepad
- D) Snipping Tool

Answer: <https://biology-forums.com/index.php?topic=271612>

### Question 327

The Shapes gallery can be accessed from the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271158>

### Question 328

The IF function

- A) contains data for the basis of the lookup and data to be retrieved.
- B) looks up a value and returns a related result from the lookup table.
- C) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- D) contains another function embedded inside one or more of its arguments.

Answer: <https://biology-forums.com/index.php?topic=270689>

### Question 329

If you have only one account on your computer, it would be known as a(n) \_\_\_\_\_ account.

- A) client
- B) administrator
- C) user
- D) programmer

Answer: <https://biology-forums.com/index.php?topic=271618>

### Question 330

A clip art image that has been broken apart into individual pieces has been \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271175>

### Question 331

A(n) \_\_\_\_\_ view displays the slide icon, the title, and the slide content.

Answer: <https://biology-forums.com/index.php?topic=271089>

### Question 332

Match the keystrokes to their descriptions:

- I. Page Up A. Move insertion point up one screen
- II. Page Down B. Move insertion point down one screen
- III. Tab C. Move right one cell in the same row
- IV. Ctrl + Home D. Move insertion point to Cell A1
- V. Ctrl + End E. Move insertion point to the last active corner in the worksheet

Answer: <https://biology-forums.com/index.php?topic=270664>

### Question 333

Semi-selection is often called \_\_\_\_\_ because you use the mouse to select cells as you build the formula.

Answer: <https://biology-forums.com/index.php?topic=270707>

### Question 334

A(n) \_\_\_\_\_ view of a presentation outline displays only the icon and title of each slide.

Answer: <https://biology-forums.com/index.php?topic=271088>

### Question 335

Jenny is working on a database that stores invoices. She needs to include the current day, month, and year, which will be derived from the computer system, on each new invoice. She should use the \_\_\_\_\_ function for this purpose.

- A) DatePart
- B) Date
- C) DateDiff
- D) DateArithmetic

Answer: <https://biology-forums.com/index.php?topic=270475>

### Question 336

- To create a table from an existing range of data,
- A) click within the range, click the Table Tools Design tab, and then select Convert to Table.
  - B) select any cell in the worksheet then click Existing Range in the Tools group.
  - C) click in a cell and on the Home tab, click the Insert arrow in the Cells group.
  - D) click the Insert tab and then click Table in the Tables group.

Answer: <https://biology-forums.com/index.php?topic=270829>

### Question 337

A chart \_\_\_\_\_ is the label that describes the entire chart; it should reflect the purpose of the chart.

Answer: <https://biology-forums.com/index.php?topic=270799>

### Question 338

What displays in the Preview pane when you are checking out a template?

- A) All of the slides of the template
- B) Only the first and last slides of the template
- C) Only the file name of the template that you are interested in downloading
- D) Only the title slide of the template

Answer: <https://biology-forums.com/index.php?topic=271046>

### Question 339

What is the primary purpose of the Snipping Tool in Windows 7?

- A) To capture screen displays
- B) To capture as scanned image
- C) To capture a portion of a WordPad or Notepad file
- D) To cut and paste a portion of the desktop into a file

Answer: <https://biology-forums.com/index.php?topic=271613>

### Question 340

Which of the following statements is INCORRECT regarding aggregate functions?

- A) Aggregate functions perform calculations on entire columns of data
- B) Access refers to aggregate functions as Totals.
- C) Aggregate functions are not designed to perform calculations on individual records in a table or query
- D) Aggregate functions can return multiple values

Answer: <https://biology-forums.com/index.php?topic=270488>

### Question 341

Which of the following refers to moving an object around its axis?

- A) Resizing
- B) Grouping
- C) Aligning
- D) Rotating

Answer: <https://biology-forums.com/index.php?topic=271148>

### Question 342

Sheet \_\_\_\_\_ show the names of the worksheets contained in the workbook.

Answer: <https://biology-forums.com/index.php?topic=270643>

### Question 343

A hierarchy of organized text with main points and subpoints is called a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271084>

### Question 344

The HLOOKUP function

- A) is the periodic interest rate, such as a monthly interest rate.
- B) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
- C) looks up a value in a lookup table where the first column contains the values to compare with the lookup value.
- D) looks up a value in a lookup table where the first row contains the values to compare with the lookup value.

Answer: <https://biology-forums.com/index.php?topic=270698>

### Question 345

Photographs, clip art, shapes, and screenshots are all considered \_\_\_\_\_ and retain a separate nature when inserted into a document.

Answer: <https://biology-forums.com/index.php?topic=270950>

### Question 346

Match the grammar or spelling error with the Office 2010 identification or button to click:

- I. you write "there" instead of "their" A. Ignore All
- II. you write "recieve" instead of "receive" B. red wavy underline
- III. you leave out a necessary comma C. green underline
- IV. you want it to not stop on your name in the future D. blue underline
- V. you want to bypass all occurrences of "daycare" E. Add to Dictionary

Answer: <https://biology-forums.com/index.php?topic=270961>

### Question 347

Saving a presentation as a PowerPoint \_\_\_\_\_ will allow the file to automatically open in Slide Show view.

Answer: <https://biology-forums.com/index.php?topic=271010>

### Question 348

Match the logical operators to their descriptions:

- I. = A. Less than or equal to
- II. <> B. Equal to
- III. < C. Not equal to
- IV. > D. Less than
- V. <= E. Greater than

Answer: <https://biology-forums.com/index.php?topic=270737>

### Question 349

Which of the following is NOT a step in changing the exact measurement of an object?

- A) Select the object
- B) Change the Shape Height and/or Shape Weight in the Size group
- C) Click the Object contextual tab
- D) You can open the Format Shape dialog box from the Size Dialog Box Launcher

Answer: <https://biology-forums.com/index.php?topic=271146>

### Question 350

Which of the following is NOT an option from the Delete arrow in the Comments group?

- A) Delete the current comment
- B) Delete all comments shown
- C) Delete only the recent comments
- D) Delete all comments at one time

Answer: <https://biology-forums.com/index.php?topic=271427>

### Question 351

When designing a database, all of the following statements are true EXCEPT:

- A) You need to consider the output requirements of the database
- B) You need not be concerned with the future requirements of the database
- C) You should store data in its smallest parts
- D) Begin the design process with identification of the tables in the database

Answer: <https://biology-forums.com/index.php?topic=270387>

### Question 352

What displays on a slide (if it hasn't been hidden) to represent an audio file?

- A) A black microphone
- B) A black megaphone
- C) A gray speaker
- D) The mouth of a person

Answer: <https://biology-forums.com/index.php?topic=271217>

### Question 353

The V\_\_\_\_\_ function looks up a value in a table and returns a result from a specified column in the table.

Answer: <https://biology-forums.com/index.php?topic=270722>

### Question 354

The \_\_\_\_\_ Mode allows you to create the same shape over and over and over.

Answer: <https://biology-forums.com/index.php?topic=271160>

### Question 355

Which of the following is NOT an automatic way for Windows 7 to arrange your windows on the desktop.

- A) Side by side
- B) Cascading
- C) Horizontally stacked
- D) Vertically stacked

Answer: <https://biology-forums.com/index.php?topic=271607>

### Question 356

A pie chart

- A) shows a relationship between two variables.
- B) separates one or more pie slices from the rest of the pie chart.
- C) emphasizes magnitude of changes over time by filling in the space between lines with a color.
- D) shows each data point in proportion to the whole data series as a slice in a circular pie.

Answer: <https://biology-forums.com/index.php?topic=270760>

### Question 357

Which of the following is NOT a feature or function available by using Backstage in Office 2010?

- A) Save a file
- B) View file properties
- C) Move a file
- D) Close a file

Answer: <https://biology-forums.com/index.php?topic=270903>

### Question 358

A nested function

- A) contains data for the basis of the lookup and data to be retrieved.
- B) is the lowest value for a specific category or series in a lookup table.
- C) looks up a value and returns a related result from the lookup table.
- D) contains another function embedded inside one or more of its arguments.

Answer: <https://biology-forums.com/index.php?topic=270691>

### Question 359

What is the shortcut to marking index entries?

- A) Shift+M
- B) Alt+Shift+I
- C) Ctrl+Shift+I
- D) Alt+Shift+X

Answer: <https://biology-forums.com/index.php?topic=271451>

### Question 360

Which of the following design elements is most appropriate for an educated, adult audience?

- A) Cartoon-like clip art
- B) muted earth tones
- C) Bright, primary colors
- D) Very large fonts that are easy to read

Answer: <https://biology-forums.com/index.php?topic=271071>

### Question 361

What default theme is automatically used when you create a new blank presentation in PowerPoint 2010?

- A) PowerPoint theme
- B) Blank theme
- C) Office theme
- D) 2010 theme

Answer: <https://biology-forums.com/index.php?topic=271041>

### Question 362

A cell \_\_\_\_\_ identifies a cell by a column letter and a row number.

Answer: <https://biology-forums.com/index.php?topic=270646>

### Question 363

To reverse the data series, click \_\_\_\_\_ Row/Column in the Data group.

Answer: <https://biology-forums.com/index.php?topic=270788>

### Question 364

The chart area

- A) contains graphical representation of values in data series.
- B) contains the entire chart and all of its elements.
- C) is a vertical line that borders the plot area to provide a frame of reference for measurement.
- D) is a horizontal line that borders the plot area to provide a frame of reference for measurement.

Answer: <https://biology-forums.com/index.php?topic=270745>

### Question 365

\_\_\_\_\_ order sorts a list of text data in alphabetical order from A to Z, or a numeric list in lowest to highest.

Answer: <https://biology-forums.com/index.php?topic=270379>

### Question 366

The \_\_\_\_\_ view organizes and displays data in a summary view.

Answer: <https://biology-forums.com/index.php?topic=270433>

### Question 367

A(n) \_\_\_\_\_ SmartArt diagram shows how parts relate to a whole.

Answer: <https://biology-forums.com/index.php?topic=271168>

### Question 368

In Windows Explorer, clicking the flash drive or Computer (to locate files on your own hard drive) is done in the \_\_\_\_\_ pane.

Answer: <https://biology-forums.com/index.php?topic=270934>

### Question 369

A data label

- A) is a visual representation of numerical data.
- B) is the value or name of a data point.
- C) is a line used to depict trends and forecast future data.
- D) is a horizontal or vertical line that extends from the horizontal or vertical axis through the plot area.

Answer: <https://biology-forums.com/index.php?topic=270777>

### Question 370

\_\_\_\_\_ functions are functions that are native to Access, perform routine calculations, like Date or If, and can be found in the Expression Builder.

Answer: <https://biology-forums.com/index.php?topic=270531>

### Question 371

Because the \_\_\_\_\_ function is so commonly used, it is available on the Home tab and the Formulas tab under AutoSum.

Answer: <https://biology-forums.com/index.php?topic=270715>

### Question 372

Which of the following Word Options menu categories allows you to enable and disable macros?

- A) Advanced

- B) Language
- C) Add-Ins
- D) Trust Center

Answer: <https://biology-forums.com/index.php?topic=271283>

### Question 373

Which of the following is TRUE about transitions and animations?

- A) The more you can include on a slide, the better the presentation will be.
- B) Very slow transitions are calming and work well for all types of audiences.
- C) When transitions are part of a slide, you cannot delete just one transition, all transitions must be deleted.
- D) Too many transitions and animation styles can be distracting for audiences.

Answer: <https://biology-forums.com/index.php?topic=270993>

### Question 374

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 375

Match the chart type to their meanings:

- I. A stacked column chart A. places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color
- II. A 100% stacked column chart B. compares values across categories using horizontal bars
- III. A 3-D chart C. places (stacks) data in one column per category, with each column having the same height of 100%
- IV. A bar chart D. uses a line to connect data points in order to show trends over a period of time
- V. A line chart E. adds a third dimension to each data series, creating a distorted perspective of the data

Answer: <https://biology-forums.com/index.php?topic=270809>

### Question 376

You can \_\_\_\_\_ a database to rearrange the data and objects in the database and decrease its file size.

Answer: <https://biology-forums.com/index.php?topic=270357>

### Question 377

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 378

You can insert a \_\_\_\_\_, such as a page number or file name, into a header or footer in a document.

Answer: <https://biology-forums.com/index.php?topic=271324>

### Question 379

The line style around each cell or around a table is referred to as the \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271546>

### Question 380

A collection of formatting choices that includes colors, fonts, and effects is known as a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271015>

### Question 381

A gridline

- A) is a numeric value that describes a single value on a chart.
- B) is a line used to depict trends and forecast future data.
- C) is a horizontal or vertical line that extends from the horizontal or vertical axis through the plot area.
- D) is a visual representation of numerical data.

Answer: <https://biology-forums.com/index.php?topic=270778>

### Question 382

By default, Word sequentially numbers endnotes as:

- A) 1, 2, 3 ...
- B) I, II, III ...
- C) i, ii, and iii ...
- D) A, B, C, ...

Answer: <https://biology-forums.com/index.php?topic=271441>

### Question 383

A Table \_\_\_\_\_ controls the fill color of the header row, columns, and records in a table.

Answer: <https://biology-forums.com/index.php?topic=270869>

### Question 384

The \_\_\_\_\_ gallery includes options such as soft glow, soft edges, and shadows.

Answer: <https://biology-forums.com/index.php?topic=271101>

### Question 385

Match each set of examples with the type of item they represent:

- I. reflections, glows A. lines
- II. short dashes, dots B. shape effects
- III. marble, canvas C. arrowheads
- IV. light and dark variations D. gradient fill
- V. points, circles, diamonds E. texture fill

Answer: <https://biology-forums.com/index.php?topic=271184>

### Question 386

Video clips available from the PowerPoint Clip Art task pane are animated \_\_\_\_\_ files

- A) JPG
- B) GIF
- C) WMV
- D) MPG

Answer: <https://biology-forums.com/index.php?topic=271207>

### Question 387

\_\_\_\_\_ spacing refers to the amount of horizontal space between letters, numbers, and symbols.

Answer: <https://biology-forums.com/index.php?topic=271391>

### Question 388

How often does the AutoRecover feature save a Word document (by default)?

- A) Every five minutes
- B) Every ten minutes
- C) Every fifteen minutes
- D) Every twenty minutes

Answer: <https://biology-forums.com/index.php?topic=271303>

### Question 389

Steven is working on a database that stores student data. He needs to find students majoring in either one of two majors. He is looking for students majoring in Economics. He also is looking for students majoring in History. Which operator would Steven use to find this information?

- A) AND
- B) OR
- C) NOT
- D) NULL

Answer: <https://biology-forums.com/index.php?topic=270410>

### Question 390

Match the following features in Office 2010 to their description:

- I. group A. contains related groups of tasks
- II. tab B. contains tabs, groups, and commands
- III. command C. window to make selections beyond those provided on the Ribbon
- IV. Ribbon D. button or area within a group
- V. dialog box E. contains related commands

Answer: <https://biology-forums.com/index.php?topic=270962>

### Question 391

A Value (as it applies to Excel)

- A) controls the sequence in which Excel performs arithmetic operations.
- B) is a number that represents a quantity and can be the basis of calculations.
- C) includes letters, numbers, and spaces.
- D) is a combination of cell references, operators, values, and/or functions used to perform calculations.

Answer: <https://biology-forums.com/index.php?topic=270613>

### Question 392

The \_\_\_\_\_ view of an Access table looks similar to an Excel spreadsheet.

Answer: <https://biology-forums.com/index.php?topic=270456>

### Question 393

A \_\_\_\_\_ rule verifies data entered into a field and ensures that the data is of the correct type for the field.

Answer: <https://biology-forums.com/index.php?topic=270443>

### Question 394

A(n) \_\_\_\_\_ is a Windows 7 feature that allows a user to share music, pictures, and libraries with other people within the home network.

Answer: <https://biology-forums.com/index.php?topic=270933>

### Question 395

David is working on a database that stores student exam grades. He needs to design a query that will display the lowest exam grade. He should use the \_\_\_\_\_ function in Expression Builder on the column containing the exam grades.

Answer: <https://biology-forums.com/index.php?topic=270517>

### Question 396

Freeze Top Row

- A) is the sequence in which pages print.
- B) enables you to adjust settings to control how the worksheet will print.
- C) defines the range of data to print.
- D) keeps only the top row visible as you scroll through a worksheet.

Answer: <https://biology-forums.com/index.php?topic=270819>

### Question 397

A question you ask about the data stored in a database is called a \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270435>

### Question 398

The \_\_\_\_\_ tab holds some of the more advanced features in Access.

- A) External Data
- B) Database Tools
- C) Create
- D) Home



Answer: <https://biology-forums.com/index.php?topic=270354>

### Question 399

When creating a chart, be sure that each data series uses the same \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270784>

### Question 400

\_\_\_\_\_ is the vertical distance from the top to the bottom of a row.

Answer: <https://biology-forums.com/index.php?topic=271543>

### Question 401

Referential integrity should be enforced in a database with related tables because it

- A) makes the database easier to back up.
- B) helps ensure invalid data is not entered into a table.
- C) makes the database easier to repair.
- D) helps ensure data is automatically updated.

Answer: <https://biology-forums.com/index.php?topic=270418>

### Question 402

Using a(n) \_\_\_\_\_ keeps text on both sides of a hyphen together.

Answer: <https://biology-forums.com/index.php?topic=271394>

### Question 403

Excel displays a \_\_\_\_\_ when you create a multiple series chart. By default it appears on the right side of the plot area.

Answer: <https://biology-forums.com/index.php?topic=270800>

### Question 404

What information does the title bar of Office 2010 contain?

- A) The file name and the application
- B) The file name and the drive
- C) The file name, folder name, and drive
- D) The application and the drive

Answer: <https://biology-forums.com/index.php?topic=270904>

### Question 405

Is it possible to change the spelling and grammar checker default settings in Office 2010?

- A) No, the settings cannot be changed.
- B) Yes, by clicking the Review tab and the Spelling & Grammar button.
- C) Yes, but the setting changes are only active for the current document upon which you are working.
- D) Yes, by clicking the File tab and clicking the Options button.

Answer: <https://biology-forums.com/index.php?topic=270928>

### Question 406

\_\_\_\_\_ view displays a presentation in hierarchy format with levels according to the points and subpoints on each slide.

Answer: <https://biology-forums.com/index.php?topic=271085>

### Question 407

Which of the following statements best describes a one-to-many relationship between two tables?

- A) A primary key in the first table matches several foreign keys in the second table.
- B) A foreign key in the first table matches several primary keys in the second table.
- C) A primary key in the first table matches exactly one foreign key in the second table.
- D) Primary and foreign keys have multiple cross matches between a first and second table.

Answer: <https://biology-forums.com/index.php?topic=270423>

### Question 408

Which of the following is NOT a Video Tools Playback tab option?

- A) Size the video
- B) Trim the video

- C) Fade the video
- D) Set the video to play full screen

Answer: <https://biology-forums.com/index.php?topic=271212>

### Question 409

What is the first step in opening a new template in PowerPoint?

- A) Click the File tab
- B) Click the Home tab
- C) Click the Open button on the Quick Access Toolbar
- D) Quick Access Toolbar

Answer: <https://biology-forums.com/index.php?topic=271042>

### Question 410

Which of the following PowerPoint features is accessed through the File tab?

- A) Print
- B) Slide Orientation
- C) New Slide
- D) Header & Footer

Answer: <https://biology-forums.com/index.php?topic=271005>

### Question 411

A(n) \_\_\_\_\_ is a listing of topics and page numbers where the topic is located.

Answer: <https://biology-forums.com/index.php?topic=271482>

### Question 412

\_\_\_\_\_ writing or editing style is often used in the social and behavioral sciences.

Answer: <https://biology-forums.com/index.php?topic=271478>

### Question 413

Match the order of steps with marking an Index entry in a document:

- I. first step A. revise main entry text, if desired
- II. second step B. press Alt+Shift+X to mark an entry
- III. third step C. select a word or phrase that you want in the index
- IV. fourth step D. may want to use Find to locate the next word or phrase to mark
- V. fifth step E. click Mark or Mark All to include occurrence(s)

Answer: <https://biology-forums.com/index.php?topic=271495>

### Question 414

A(n) \_\_\_\_\_ operator, such as the greater than or less than symbol, can be used in a query criterion to limit the results produced by the query.

- A) operand
- B) wildcard
- C) comparison
- D) delimiter

Answer: <https://biology-forums.com/index.php?topic=270417>

### Question 415

Match the following terms to their meanings:

- I. Worksheet tabs A. Double click the worksheet tab
- II. Sheet1, Sheet2, ... B. Click "insert worksheet" next to the worksheet tabs
- III. Change a worksheet name C. Default worksheet names
- IV. Insert a new worksheet D. Right click the tab and select "delete"
- V. Delete a worksheet E. Names and colors can be changed

Answer: <https://biology-forums.com/index.php?topic=270669>

### Question 416

What happens when you move your mouse pointer over a cross-reference that's been specified as a hyperlink?

- A) The page number will appear
- B) The mouse will automatically change to the cross-reference location
- C) A ScreenTip appears
- D) The cross-reference paragraph number will appear

Answer: <https://biology-forums.com/index.php?topic=271460>

### Question 417

The \_\_\_\_\_ returns one value if a condition is true and another value if a condition is false.

Answer: <https://biology-forums.com/index.php?topic=270720>

### Question 418

Default tab stops are set every \_\_\_\_\_ across a page.

- A) inch
- B) quarter-inch
- C) one-half inch
- D) ten centimeters

Answer: <https://biology-forums.com/index.php?topic=271359>

### Question 419

Formatting in Word 2010 occurs at three levels: character, paragraph, and \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271325>

### Question 420

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 421

The MIN function

- A) identifies the highest value in a range.
- B) tallies the number of blank cells in a range.
- C) displays the lowest value in a range.
- D) tallies the number of cells in a range that contain values.

Answer: <https://biology-forums.com/index.php?topic=270682>

### Question 422

Maria is working on a database that stores client invoice data. She needs to design a query that will display the average balance of all invoices. She should use the \_\_\_\_\_ function in Expression Builder on the column containing invoice amounts.

Answer: <https://biology-forums.com/index.php?topic=270519>

### Question 423

"Accurate and swift typing is a skill needed by students" is an example of \_\_\_\_\_ voice and should be primarily avoided on slides.

Answer: <https://biology-forums.com/index.php?topic=271012>

### Question 424

The \_\_\_\_\_ data type can be used for fields that contain monetary values.

Answer: <https://biology-forums.com/index.php?topic=270454>

### Question 425

Many dialog boxes offer a help feature by clicking:

- A) the F12 key.
- B) a question mark.
- C) the F1 key.
- D) a light bulb.

Answer: <https://biology-forums.com/index.php?topic=270910>

### Question 426

Press the \_\_\_\_\_+Tab keys to move the insertion point from one cell of a table to the previous cell.

Answer: <https://biology-forums.com/index.php?topic=271020>

### Question 427

Shapes is in the \_\_\_\_\_ group on the Insert tab.

- A) Illustrations
- B) Images
- C) Symbols
- D) Media

Answer: <https://biology-forums.com/index.php?topic=271118>

### Question 428

To show a "hidden" row one or a "hidden" column A, type \_\_\_\_\_ in the name box and then press "Enter".

Answer: <https://biology-forums.com/index.php?topic=270659>

### Question 429

Which of the following is TRUE about the Zoom slider in file preview?

- A) When you change the appearance of the font size by adjusting the zoom, the actual font size of the document when printed is changed.
- B) If you increase the appearance of the font of a file preview, the new font size is not saved with the file.
- C) The Zoom slider is located on the Quick Access Toolbar.
- D) To return a preview of a document to its original size, click Zoom on the Zoom slider.

Answer: <https://biology-forums.com/index.php?topic=270915>

### Question 430

A(n) \_\_\_\_\_ box within a dialog box allows for non-mutually exclusive choices.

Answer: <https://biology-forums.com/index.php?topic=271643>

### Question 431

Prior to creating an index in a document, what must you do?

- A) Format each heading with the same style
- B) Format each paragraph with a different style
- C) Mark each occurrence of a word that you want to appear as an entry in the Index.
- D) Mark only one occurrence of each word that you want to appear as an entry in the Index.

Answer: <https://biology-forums.com/index.php?topic=271450>

### Question 432

The plot area

- A) contains graphical representation of values in data series.
- B) is a vertical line that borders the plot area to provide a frame of reference for measurement.
- C) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
- D) provides descriptive group names for subdividing the data series.

Answer: <https://biology-forums.com/index.php?topic=270746>

### Question 433

Match the following shortcut keys in PowerPoint 2010 to their function:

- I. Ctrl+P in Slide Show view A. changes the pointer to a drawing pointer
- II. Ctrl+A in Slide Show view B. starts a blank presentation
- III. Ctrl+Tab C. inserts an indent within a table cell
- IV. Ctrl+N D. moves the insertion point within a table to the previous cell
- V. Shift+Tab E. changes the mouse pointer to an arrow

Answer: <https://biology-forums.com/index.php?topic=271033>

### Question 434

Which of the following is most synonymous with "font"?

- A) Typeface
- B) Typography

C) Type style

D) Styles

Answer: <https://biology-forums.com/index.php?topic=271349>

### Question 435

To copy the contents of a cell or range by dragging is called using Auto \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270658>

### Question 436

All of the following are form creation tools EXCEPT:

A) Form Design

B) Form Wizard

C) Form Layout

D) Blank Form

Answer: <https://biology-forums.com/index.php?topic=270540>

### Question 437

A color scale

A) highlights cells meeting specified criteria with a specified color, font, or border.

B) is a conditional format that displays an icon representing a value in the top third, quarter, or fifth based on colors in the selected range.

C) calculates an aggregate for values in a range or database.

D) is a conditional format that displays a particular color based on the relative value of the cell contents to other selected cells.

Answer: <https://biology-forums.com/index.php?topic=270852>

### Question 438

In order to find specific information in a database, you can run a(n) \_\_\_\_\_ which asks a question about data stored in a database.

Answer: <https://biology-forums.com/index.php?topic=270359>

### Question 439

Address labels that can be attached to an envelope for mailing would require \_\_\_\_\_ as the main document type in a mail merge.

Answer: <https://biology-forums.com/index.php?topic=271558>

### Question 440

A(n) \_\_\_\_\_ is an unbound control that displays text.

A) label

B) roster

C) index

D) listing

Answer: <https://biology-forums.com/index.php?topic=270564>

### Question 441

The intensity of the colors in an image on a PowerPoint slide is referred to as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271241>

### Question 442

Which of the following could be a merge field in a Word document?

A) <<Last Name>>

B) [dict]Address[/dict]

C) ((City))

D) <<FirstName>>

Answer: <https://biology-forums.com/index.php?topic=271532>

### Question 443

Which of the following is FALSE about page numbers in Word 2010?

A) The Page Number command is in the Page Layout tab.

B) Page numbers can be located at the top of the page.

C) Page numbers are located in a header or footer.

D) When adding new pages, page numbers automatically adjust.

Answer: <https://biology-forums.com/index.php?topic=271280>

### Question 444

What determines if a slide title is viewable in the Outline view of a presentation?

- A) Only if the title is bolded is it displayed in the Outline view
- B) Only if you expand the view of the slides can you see the title
- C) Only if there is a title placeholder will you see the title text
- D) Title text is always displayed for each slide in Outline view

Answer: <https://biology-forums.com/index.php?topic=271048>

### Question 445

You can \_\_\_\_\_ or move an object around its axis.

Answer: <https://biology-forums.com/index.php?topic=271173>

### Question 446

When you scan an image in order to include it in a PowerPoint presentation, where does it initially appear?

- A) Directly in the center of your slide
- B) In the PowerPoint images folder
- C) In the Clip Art task pane
- D) In the My Collections folder

Answer: <https://biology-forums.com/index.php?topic=271195>

### Question 447

Which of the following refers to a method applied to data to reduce the size of a file?

- A) Embedding
- B) Codec
- C) Compression
- D) Saturation

Answer: <https://biology-forums.com/index.php?topic=271194>

### Question 448

The H\_\_\_\_\_ function looks up a value in a horizontal table and returns a result from a row in the table.

Answer: <https://biology-forums.com/index.php?topic=270724>

### Question 449

Match the following terms to their meanings:

- I. Field A. A field or collection of fields whose values uniquely identify each record in a table
- II. Relational Database B. Connects the records in separate tables
- III. Common Field C. A primary key from one table that is used to form a relationship with a second table
- IV. Primary Key D. The smallest data element contained in a table.
- V. Foreign Key E. A collection of related tables.

Answer: <https://biology-forums.com/index.php?topic=270381>

### Question 450

\_\_\_\_\_ writing or editing style is often used in the humanities and business disciplines.

Answer: <https://biology-forums.com/index.php?topic=271477>

### Question 451

\_\_\_\_\_ is the value used to describe a blank field in an Access table.

Answer: <https://biology-forums.com/index.php?topic=270431>

### Question 452

Which of the following is the best description of a markup balloon?

- A) A colored circle in the margin of a document with a line drawn to the object of the comment
- B) A colored circle with written text that displays within the Reviewing Pane
- C) A colored circle with text of citation sources within a current document
- D) Footnote text of a citation located within a colored circle in the margin of a document

Answer: <https://biology-forums.com/index.php?topic=271424>

### Question 453

As you customize a chart, remember that its purpose is to \_\_\_\_\_ a message to your audience.

Answer: <https://biology-forums.com/index.php?topic=270798>

### Question 454

Phil is designing a report in Access. He needs to change the design of some elements of the report, but also needs to use a filter to exclude some records in the report. He can use the \_\_\_\_\_ view to accomplish his tasks.

Answer: <https://biology-forums.com/index.php?topic=270595>

### Question 455

The table of contents feature in Word 2010 is located on the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271481>

### Question 456

Which of the following is FALSE about the photo album feature in PowerPoint 2010?

- A) The order of photos can be changed after the album is created.
- B) Transitions can be added to slides in a photo album presentation.
- C) The Photo Album feature is accessed from the Design tab.
- D) Slide images may be reduced to fit into slide placeholders.

Answer: <https://biology-forums.com/index.php?topic=271229>

### Question 457

Another word for joining two or more cells together is to \_\_\_\_\_ the cells.

Answer: <https://biology-forums.com/index.php?topic=271542>

### Question 458

Sorting Text A to Z

- A) is the process of displaying only records that meet specific conditions.
- B) arranges data in alphabetical order.
- C) displays data in chronological order, oldest to newest.
- D) arranges values (numbers) in sequential order.

Answer: <https://biology-forums.com/index.php?topic=270838>

### Question 459

Match the chart Design tab options to their meanings:

- I. Moving a Chart A. Preview the chart in Backstage view before you do this to check margins, spacing, and page breaks to ensure balance
- II. Printing Charts B. If you do this you must decide if you want to print the data only, the data and the chart, or the chart only
- III. Print an Embedded Chart C. If moved the chart is the only item on that worksheet. The chart will print as a full-page chart. You can change the setting to Print Entire Workbook
- IV. Chart1, Chart2... D. Can and should be changed to be more descriptive
- V. Print a Chart Sheet E. Excel creates charts on the same worksheet as the original data set, but you can put the chart on its own chart sheet

Answer: <https://biology-forums.com/index.php?topic=270813>

### Question 460

The \_\_\_\_\_ feature reduces the size of an object.

Answer: <https://biology-forums.com/index.php?topic=271412>

### Question 461

When defining a field, the field \_\_\_\_\_ property determines how much physical storage space the field requires.

- A) size
- B) input mask
- C) caption

D) format

Answer: <https://biology-forums.com/index.php?topic=270391>

### Question 462

Which view is a condensed view of a document that is used in conjunction with styles?

- A) Draft
- B) Print Layout
- C) Outline
- D) Full Screen Reading

Answer: <https://biology-forums.com/index.php?topic=271377>

### Question 463

An Excel \_\_\_\_\_ is a pre-defined computation that simplifies creating formulas.

Answer: <https://biology-forums.com/index.php?topic=270712>

### Question 464

Which of the following is FALSE about sorting data in a Word table?

- A) Sorting data in a table from 1 to 100 would be an ascending order sort.
- B) Field names (also referred to as column names) should be included in a sort.
- C) Data in a table can be sorted by date.
- D) Data can be arranged in descending order.

Answer: <https://biology-forums.com/index.php?topic=271516>

### Question 465

Which of the following is TRUE about tables in PowerPoint 2010?

- A) Tables organize information on a slide in columns and rows.
- B) Clicking the Table button in the Tables group and the Insert Table button on a slide layout creates the exact same table.
- C) After a table is inserted, columns can be widened but rows cannot be changed.
- D) PowerPoint can only create simple, uncomplicated tables.

Answer: <https://biology-forums.com/index.php?topic=270986>

### Question 466

Windows \_\_\_\_\_ can run in real time and thus, will alert you when spyware attempts to install itself or change your computer settings.

Answer: <https://biology-forums.com/index.php?topic=271649>

### Question 467

How does inserting an image with the Insert tab differ from inserting an image into a placeholder.

- A) The image may be cropped when using the Insert tab but with no cropping in the placeholder.
- B) The image comes in full size with the Insert tab; the image may be distorted to fit the placeholder.
- C) The image comes in full size with the Insert tab; possibly cropped in a placeholder.
- D) The image comes onto the slide as a consistent 3" x 3" while an image may be cropped when inserted in a placeholder.

Answer: <https://biology-forums.com/index.php?topic=271197>

### Question 468

If you want the same information to be included at the top of each page of a handout or notes page given to the audience, create a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271024>

### Question 469

Which of the following statement is true in reference to the report Detail section?

- A) The Detail section prints the value of each unique instance for a grouped field.
- B) The Detail section appears at the top of a report.
- C) The Detail section repeats for every record in the record source.
- D) The Detail section holds the report title, the organization's name, and the company logo.

Answer: <https://biology-forums.com/index.php?topic=270558>

### Question 470

A column \_\_\_\_\_ displays data comparisons vertically in columns.

Answer: <https://biology-forums.com/index.php?topic=270782>



### Question 471

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 472

Live \_\_\_\_\_ of a theme means when you position the mouse pointer over a theme, it displays on the current slide prior to selecting it.

Answer: <https://biology-forums.com/index.php?topic=271016>

### Question 473

You want to create a table based on the data contained in an Excel spreadsheet. You will use the \_\_\_\_\_ tab to import the data from Excel.

Answer: <https://biology-forums.com/index.php?topic=270461>

### Question 474

\_\_\_\_\_ can be named, organized, and offer a location in which to store files.

Answer: <https://biology-forums.com/index.php?topic=270931>

### Question 475

A report containing more than one page should have page numbers included in the \_\_\_\_\_ section.

Answer: <https://biology-forums.com/index.php?topic=270594>

### Question 476

List, Process, and Cycle are categories of \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271166>

### Question 477

Match the following terms to their meanings:

- I. Order of Precedence A. Controls the sequence of arithmetic operations
- II. Actual values in Formulas B. Not recommended unless the value is a constant
- III. Auto Fill C. "Show Formulas" on the Formulas tab or Ctrl + ` combination
- IV. Fill Handle D. Copying the contents of a cell or range by dragging
- V. Display formulas in the cell E. Small black square at the bottom-right corner of a cell

Answer: <https://biology-forums.com/index.php?topic=270668>

### Question 478

The \_\_\_\_\_ bar displays the name of the file and the program.

Answer: <https://biology-forums.com/index.php?topic=271642>

### Question 479

What is the best and easiest way to locate a section break in a document?

- A) Change to Page Layout view
- B) Click the Header & Footer Tools tab
- C) Click the Link to Previous button
- D) Change to Draft view

Answer: <https://biology-forums.com/index.php?topic=271295>

### Question 480

Match the chart Design tab options to their meanings:

- I. Changing the Chart Type A. reverse how the chart presents the data; place the column labels on the category axis and the row labels in the legend
- II. Changing the Data Source B. predefined-control the color of the chart area, plot area, and data series-affect the

look of the data series, such as flat, 3-D, or beveled

III. Changing the Data Structure C. predefined-determines which chart elements appear in the chart area and how they are positioned within the chart area

IV. Applying a Chart Layout D. change how the data are depicted by using other chart types

V. Applying a Chart Style E. add or delete data from the chart by clicking Select Data

Answer: <https://biology-forums.com/index.php?topic=270812>

### Question 481

Soft Edges and 3-D Rotation are types of:

- A) type styles.
- B) typefaces.
- C) paragraph styles.
- D) picture styles.

Answer: <https://biology-forums.com/index.php?topic=271381>

### Question 482

Match the following terms with their description:

- I. placeholder A. container that holds content on a slide
- II. layout B. PowerPoint show
- III. file with .ppsx extension C. multiple slides
- IV. slide show D. PowerPoint presentation
- V. file with .pptx extension E. determines the position of objects and text on a slide

Answer: <https://biology-forums.com/index.php?topic=271040>

### Question 483

\_\_\_\_\_ is a Windows 7 feature that automatically places a window on the side of the desktop.

Answer: <https://biology-forums.com/index.php?topic=271640>

### Question 484

Excel treats phone numbers and social security numbers as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270650>

### Question 485

If you have a Title slide selected and you click on the New Slide button (not the New Slide arrow), the new slide will have a \_\_\_\_\_ layout.

- A) Title and Content
- B) Title Slide
- C) Blank
- D) Title Only

Answer: <https://biology-forums.com/index.php?topic=270980>

### Question 486

Default tab stops are \_\_\_\_\_ aligned.

Answer: <https://biology-forums.com/index.php?topic=271397>

### Question 487

A \_\_\_\_\_ displays a subset of records based on specified criteria.

- A) filter
- B) form
- C) table
- D) primary key

Answer: <https://biology-forums.com/index.php?topic=270351>

### Question 488

Match the math and statistical functions to their descriptions:

- I. =PI() A. Identifies a value's rank within a list of values; returns an average rank for identical values
- II. =PRODUCT(number1, [number2],...) B. Generates a random number between two numbers you specify
- III. =RANDBETWEEN(bottom,top) C. Multiplies all values in the argument list
- IV. =RANK.AVE(number,ref,[order]) D. Returns the value of pi accurate up to 15 digits
- V. =RANK.EQ(number,ref,[order]) E. Identifies a value's rank within a list of values; the top rank is identified for all identical values

Answer: <https://biology-forums.com/index.php?topic=270734>

### Question 489

- A surface chart
- A) displays values as percentages of the whole but may contain more than one data series.
- B) displays relationships among three values by using bubbles.
- C) displays trends using two dimensions on a continuous curve.
- D) contains a single chart and no spreadsheet data.

Answer: <https://biology-forums.com/index.php?topic=270765>

### Question 490

Match the filter options to their explanations:

- I. Filtering A. Text Filter
- II. Filtering to show only records that begin with the letter S B. arranges records in a table by the value in field(s) within a table
- III. Filtering to show only records older than January 2001 C. Number Filter
- IV. Filtering to show only records Greater than \$10,000 D. displays only records that meet specific conditions
- V. Sorting E. Date Filter

Answer: <https://biology-forums.com/index.php?topic=270887>

### Question 491

Which of the following is FALSE about tables in Word 2010?

- A) You can format a row or column differently than the rest of a table, but not an individual cell.
- B) From the Table command, you drag to select the number of columns and rows you want.
- C) A table is created from the Insert tab.
- D) Text wraps in cells and, therefore, does not affect the entries in other cells.

Answer: <https://biology-forums.com/index.php?topic=271499>

### Question 492

Expression Builder inserts \_\_\_\_\_ that tell you where each argument belongs.

- A) rows
- B) fields
- C) columns
- D) placeholders

Answer: <https://biology-forums.com/index.php?topic=270477>

### Question 493

In the table pictured above, the \_\_\_\_\_ field would make the best primary key.

- A) First Name
- B) Last Name
- C) Telephone Number
- D) Client ID

Answer: <https://biology-forums.com/index.php?topic=270332>

### Question 494

When you click the Shapes button and start to drag the mouse pointer to create the position of the shape, the mouse arrow changes to a:

- A) four-headed arrow.
- B) double-headed arrow.
- C) cross-hair pointer.
- D) plus sign.

Answer: <https://biology-forums.com/index.php?topic=271117>

### Question 495

Match the following programs or features to their descriptions:

- I. Windows Defender A. identifies and removes spyware
- II. Spyware B. software that gains information through a user's Internet connection
- III. firewall C. software or hardware to protect a computer from unauthorized access
- IV. User Account Control D. Windows 7 maintenance and security settings area
- V. Action Center E. Windows 7 feature that asks a user if they choose to permit a program to make changes to their system prior to changing system settings

Answer: <https://biology-forums.com/index.php?topic=271664>

### Question 496

To decrease typing time and ensure accuracy, use semi-\_\_\_\_\_ to select cells.

Answer: <https://biology-forums.com/index.php?topic=270706>

### Question 497

You can see a template prior to downloading or creating the file by viewing it in the \_\_\_\_\_ pane.

Answer: <https://biology-forums.com/index.php?topic=271082>

### Question 498

In the table pictured above, if you wanted to organize the data from the lowest Client ID to the highest Client ID, you would \_\_\_\_\_ the Client ID field.

- A) sort
- B) report
- C) query
- D) form

Answer: <https://biology-forums.com/index.php?topic=270334>

### Question 499

Match the following terms to their descriptions:

- I. plagiarism A. note recognizing the source of information or a quote
- II. citation B. citation that appears at the bottom of a page in a document
- III. footnote C. act of using or documenting ideas or words as one's own
- IV. APA D. style used in the social sciences
- V. MLA E. style used in business

Answer: <https://biology-forums.com/index.php?topic=271497>

### Question 500

Compression where no data is lost when decompressed is referred to as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271235>

### Question 501

Alice is working in a database containing the names, service locations, and services offered by landscapers. She needs to find landscapers in that offer services in the Washington area and that service rare flowers. The best way for her to search for this data is to perform a:

- A) Filter by Form.
- B) Filter by Selection.
- C) Sort Ascending.
- D) Sort Descending.

Answer: <https://biology-forums.com/index.php?topic=270349>

### Question 502

Which of the following is CORRECT about fonts on slides?

- A) If your presentation will be delivered through a projection device, use sans serif fonts.
- B) If you are printing your presentation, use sans serif fonts.
- C) Sans serif fonts help guide the reader's eyes across a page of text.
- D) Decorative fonts should be usually frequently on slides.

Answer: <https://biology-forums.com/index.php?topic=271075>

### Question 503

Print order

- A) represents a Field which is an individual piece of data.
- B) is the sequence in which pages print.
- C) represents a record.
- D) is the command to print in Excel 2010

Answer: <https://biology-forums.com/index.php?topic=270823>

### Question 504

Remote \_\_\_\_\_ is available through Windows 7 Help and Support.

Answer: <https://biology-forums.com/index.php?topic=271658>

### Question 505

The \_\_\_\_\_ displays format properties within a document?

- A) Show/Hide button
- B) Paragraph styles
- C) Styles task pane
- D) Reveal Formatting task pane

Answer: <https://biology-forums.com/index.php?topic=271375>

### Question 506

By selecting the \_\_\_\_\_ option, you can make sure that data entered into a related table first exists in the primary table.

- A) sort
- B) form wizard
- C) query wizard
- D) referential integrity

Answer: <https://biology-forums.com/index.php?topic=270335>

### Question 507

The \_\_\_\_\_ box displays the address of the (active) cell currently in use.

Answer: <https://biology-forums.com/index.php?topic=270641>

### Question 508

A \_\_\_\_\_ is a PowerPoint presentation with multiple pictures organized similarly to a traditional album.

Answer: <https://biology-forums.com/index.php?topic=271259>

### Question 509

When you click on a video in a presentation, the video Tools tab displays two tabs: the Format tab and the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271247>

### Question 510

Of the following, which is NOT a method to advance through a slide show?

- A) Press the Spacebar
- B) Press Page Down
- C) Press P
- D) Press Enter

Answer: <https://biology-forums.com/index.php?topic=270995>

### Question 511

Which of the following mouse clicks is correct?

- A) Single-click a file or folder to select it; double-click to open it
- B) Double-click a file or folder to select it as well as open it
- C) Double-click a file or folder to select it; triple-click to open it
- D) Single-click a file or folder to select it; double-click to delete it

Answer: <https://biology-forums.com/index.php?topic=270901>

### Question 512

Use the \_\_\_\_\_ feature to line up three objects on a slide that are scattered about the slide.

- A) Distribute
- B) Align
- C) Rotate
- D) Grid

Answer: <https://biology-forums.com/index.php?topic=271155>

### Question 513

What happens when you've selected text and you click the Text Direction button in the Alignment group?

- A) The Text Direction dialog box opens
- B) The text flips horizontally or vertically
- C) The text rotates
- D) The text changes from vertical to horizontal or horizontal to vertical depending on which direction the text starts

Answer: <https://biology-forums.com/index.php?topic=271509>

### Question 514

Match the following terms with their descriptions:

- I. data source A. listing of information used in a mail merge
- II. field B. single piece of data in a data source
- III. record C. placeholder for data inserted into a main document
- IV. header row D. group of related fields
- V. merge field E. first row in a data source

Answer: <https://biology-forums.com/index.php?topic=271567>

### Question 515

The \_\_\_\_\_ function calculates loan payments.

Answer: <https://biology-forums.com/index.php?topic=270511>

### Question 516

If you were creating your own dialog box, which of the following features would be most appropriate beside Number of copies within a Print dialog box?

- A) Option button
- B) Text box
- C) Spin arrow
- D) Check box

Answer: <https://biology-forums.com/index.php?topic=271605>

### Question 517

Which of the following is NOT an option from the Finish & Merge command?

- A) Edit Individual Documents
- B) Print Documents
- C) Print Labels
- D) Send E-mail Messages

Answer: <https://biology-forums.com/index.php?topic=271533>

### Question 518

Which of the following is FALSE about an index in Word 2010?

- A) You first create the index from the Insert Index button, then mark the index entries.
- B) You can select Mark or Mark All to include occurrences in an index.

C) The Insert Index button is on the References tab.  
D) An index provides an alphabetical listing of topics in the document.  
Answer: <https://biology-forums.com/index.php?topic=271452>

### Question 519

It is suggested that you end a presentation with any of the following EXCEPT a:  
A) restatement of the purpose of your presentation.  
B) call to action.  
C) new key thought.  
D) review of your main points.  
Answer: <https://biology-forums.com/index.php?topic=270975>

### Question 520

Match the following terms with their description:  
I. distribute A. divide or evenly spread objects over a given area  
II. align B. arrange objects in a line to be parallel  
III. guide C. set of intersecting lines  
IV. grid D. layered objects  
V. stacking order E. straight horizontal or vertical line used to align objects  
Answer: <https://biology-forums.com/index.php?topic=271187>

### Question 521

A (n) \_\_\_\_\_ is a database object that is used to add data into a table.  
Answer: <https://biology-forums.com/index.php?topic=270575>

### Question 522

Which of the following files will import all of the outline text into one placeholder on one slide?  
A) Outline1.docx  
B) Outline2.htm  
C) Outline3.rtf  
D) Outline4.txt  
Answer: <https://biology-forums.com/index.php?topic=271062>

### Question 523

Match the following terms with their descriptions:  
I. annotation A. written note on a slide  
II. animation B. movement applied to text or an object  
III. transition C. movement applied to slides as one replaces another  
IV. theme D. determines the position of objects on a slide  
V. layout E. designs that include colors and fonts  
Answer: <https://biology-forums.com/index.php?topic=271036>

### Question 524

A 100% stacked column chart  
A) uses a line to connect data points in order to show trends over a period of time.  
B) places (stacks) data in one column per category, with each column having the same height of 100%.  
C) compares values across categories using horizontal bars.  
D) adds a third dimension to each data series, creating a distorted perspective of the data.  
Answer: <https://biology-forums.com/index.php?topic=270756>

### Question 525

Which of the following is NOT part of the Media Controls bar?  
A) Edit Video  
B) Play/Pause  
C) Mute/Unmute  
D) Move Back 0.25 Seconds  
Answer: <https://biology-forums.com/index.php?topic=271209>

### Question 526

A(n) \_\_\_\_\_ font is a font that does not have small lines at the end of letters.

Answer: <https://biology-forums.com/index.php?topic=271098>

### Question 527

Which of the following video file formats compresses audio and video and requires minimal amount of storage?

- A) Windows Media Video file
- B) Windows Media file
- C) Movie file
- D) Adobe Flash Media file

Answer: <https://biology-forums.com/index.php?topic=271206>

### Question 528

Which of the following needs more words to communicate your ideas and may make your presentation seem flat?

- A) Active voice
- B) Parallel construction
- C) Beginning bullets with a verb
- D) Passive voice

Answer: <https://biology-forums.com/index.php?topic=270976>

### Question 529

The file format \_\_\_\_\_, recognized by PowerPoint, is a format that can be transferred among platforms and can be used to transfer formatted text documents among applications.

- A) .rtf
- B) .docx
- C) .doc
- D) .txt

Answer: <https://biology-forums.com/index.php?topic=271058>

### Question 530

The PMT function is BEST suited to determine:

- A) The rate of interest on a car loan
- B) The due date of a car loan
- C) The monthly payment on a car loan
- D) The average payment of a car loan

Answer: <https://biology-forums.com/index.php?topic=270487>

### Question 531

By default, how long does audio play on a slide?

- A) Until the slide changes
- B) Until it ends or the next bullets enters
- C) Until it ends or the next mouse click
- D) Until the next mouse click or the slide show ends

Answer: <https://biology-forums.com/index.php?topic=271121>

### Question 532

A Border (as it applies to Excel)

- A) is data from another cell that is only temporarily residing in the active cell.
- B) is a line that surrounds a cell or a range of cells.
- C) never prints.
- D) is preset and weight cannot be adjusted.

Answer: <https://biology-forums.com/index.php?topic=270632>

### Question 533

The thickness of a shape outline is measured in \_\_\_\_\_.

- A) inches
- B) weight
- C) points
- D) centimeters

Answer: <https://biology-forums.com/index.php?topic=271128>



### Question 534

A 3-D chart

- A) uses a line to connect data points in order to show trends over a period of time.
- B) shows each data point in proportion to the whole data series as a slice in a circular pie.
- C) compares values across categories using horizontal bars.
- D) adds a third dimension to each data series, creating a distorted perspective of the data.

Answer: <https://biology-forums.com/index.php?topic=270757>

### Question 535

A \_\_\_\_\_ area defines the range of data to print.

Answer: <https://biology-forums.com/index.php?topic=270863>

### Question 536

The COUNT function

- A) tallies the number of cells in a range that are not empty.
- B) tallies the number of blank cells in a range.
- C) displays the current date.
- D) tallies the number of cells in a range that contain values.

Answer: <https://biology-forums.com/index.php?topic=270684>

### Question 537

Which of the following programs provides alerts in regard to monitoring your system for maintenance and security settings?

- A) Action Center
- B) Windows Defender
- C) Windows Updates
- D) Windows firewall

Answer: <https://biology-forums.com/index.php?topic=271620>

### Question 538

Match the following button or checkbox to the group where it is located:

- I. Increase List Level A. Clipboard group
- II. Cut B. Slides group
- III. Find C. Paragraph group
- IV. Section D. Backgrounds
- V. Hide Background Graphics E. Editing group

Answer: <https://biology-forums.com/index.php?topic=271112>

### Question 539

Rather than displaying records based on a question as in a query, a(n) \_\_\_\_\_ hides records that do not match a set criteria.

Answer: <https://biology-forums.com/index.php?topic=270369>

### Question 540

\_\_\_\_\_ arranges records in a table by the value in field(s) within a table.

Answer: <https://biology-forums.com/index.php?topic=270871>

### Question 541

Ben is working in a database that stores student information. He wants to determine each student's age based on the student's birthday. Which of the following statements accurately describe how the fields should be designed?

- A) The birthday should be a stored field and the age should be a calculated field
- B) The birthday should be a calculated field and the age should be a stored field
- C) Both the birthday and age fields should be calculated fields
- D) Both the birthday and age fields should be stored fields

Answer: <https://biology-forums.com/index.php?topic=270389>

### Question 542

If the Shapes gallery doesn't open, click the \_\_\_\_\_ button in the Drawing group.

Answer: <https://biology-forums.com/index.php?topic=271159>

### Question 543

The logical test

- A) is the lowest value for a specific category or series in a lookup table.
- B) evaluates true or false.
- C) contains another function embedded inside one or more of its arguments.
- D) contains data for the basis of the lookup and data to be retrieved.

Answer: <https://biology-forums.com/index.php?topic=270690>

### Question 544

To reverse the Data Series of a chart

- A) change the numbers in the spread sheet.
- B) use a different chart type.
- C) use the Select Data Source dialog box from the Select Data button.
- D) click Switch Row/Column in the Data group.

Answer: <https://biology-forums.com/index.php?topic=270772>

### Question 545

Selecting data by means of a query:

- A) deletes unrelated data.
- B) displays only the data that matches the query selection criteria.
- C) locks all other users out of the database.
- D) creates a report.

Answer: <https://biology-forums.com/index.php?topic=270326>

### Question 546

Styles can be created and applied from the Styles group on the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271407>

### Question 547

Bitmap images are created by bits or \_\_\_\_\_.

- A) mathematical statements
- B) bytes
- C) pixels
- D) shapes

Answer: <https://biology-forums.com/index.php?topic=271192>

### Question 548

Steve is working in a database that holds patient data for a medical center. A patient's identification number serves as a primary key in the Patient table. A patient's identification number serves as a foreign key in the Doctor table. Steve wants to create a Form that displays Doctor table records with foreign key values that match the primary key value in the Patient table. How should Steve proceed?

- A) Use the Form tool to create the form and Access will analyze the table relationships Steve created in the database, and automatically add a subform to his form.
- B) Use the Form tool to create the form and Access will analyze the table relationships Steve created in the database, and automatically add a Split form to his form.
- C) Use the Form tool to create the form and Access will analyze the table relationships Steve created in the database, and automatically add a Multi-items form to his form.
- D) Steve can only create a form that displays one record source at a time.

Answer: <https://biology-forums.com/index.php?topic=270545>

### Question 549

Each \_\_\_\_\_ in an Excel table represents a record.

Answer: <https://biology-forums.com/index.php?topic=270866>

### Question 550

A chart title

- A) is a horizontal or vertical line that extends from the horizontal or vertical axis through the plot area.
- B) is a label that describes the chart.
- C) is a label that describes either the category axis or the value axis.

D) is the value or name of a data point.

Answer: <https://biology-forums.com/index.php?topic=270775>

### Question 551

A database \_\_\_\_\_ is an organized group of related records that contain fields.

Answer: <https://biology-forums.com/index.php?topic=271562>

### Question 552

The result of a query, which appears similar to a table, is called a \_\_\_\_\_.

- A) recordset
- B) report
- C) form
- D) datasheet

Answer: <https://biology-forums.com/index.php?topic=270416>

### Question 553

The set of rules that Access follows when evaluating expressions in calculated fields is called \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270507>

### Question 554

The \_\_\_\_\_ function displays the current date (not time) in a cell.

Answer: <https://biology-forums.com/index.php?topic=270718>

### Question 555

The \_\_\_\_\_ data type is used for fields that will be used in mathematical calculations except those involving money.

Answer: <https://biology-forums.com/index.php?topic=270436>

### Question 556

A spreadsheet PROGRAM is defined as

- A) a software application used to create and modify spreadsheets.
- B) a software application used to create and modify text-based documents.
- C) a software application used to create and modify video presentations.
- D) a software application used to create and modify a database.

Answer: <https://biology-forums.com/index.php?topic=270606>

### Question 557

When you first insert an image into a document, which of the following is TRUE?

- A) It comes in a predefined size.
- B) It always comes in at 2 inches by 2 inches.
- C) It always comes in at the top-right corner.
- D) It comes in at the bottom center of the document.

Answer: <https://biology-forums.com/index.php?topic=271378>

### Question 558

By using different combinations of numbers between 0 and 255, over \_\_\_\_\_ colors can be created.

- A) 100,000
- B) a million
- C) 16 million
- D) 24 million

Answer: <https://biology-forums.com/index.php?topic=271126>

### Question 559

Match the following Mail Merge commands with their description:

- I. Match Fields A. copies the merge fields from the first label to all other labels
- II. Update Labels B. enables you to locate data in one or more specific fields
- III. Preview Results C. displays decision-making criteria
- IV. Find Recipient D. displays data from the data source in the fields of the

main document

V. Rules E. enables you to select fields from another data source and coordinate with Word fields

Answer: <https://biology-forums.com/index.php?topic=271573>

### Question 560

Which of the following is TRUE about rows and columns in a table?

- A) Rows in a table are identified by letters.
- B) Row and column labels do not appear within a table.
- C) Formulas cannot be entered into cells in a Word table.
- D) Columns in a table are identified by numbers.

Answer: <https://biology-forums.com/index.php?topic=271511>

### Question 561

To select a variety of files that are not adjacent in order to delete them as a group, hold down the \_\_\_\_\_ while selecting each one.

- A) F1
- B) Alt
- C) Shift
- D) Ctrl

Answer: <https://biology-forums.com/index.php?topic=270900>

### Question 562

What key combination inserts an indent within the cell of a table on a slide?

- A) Shift+Tab
- B) Alt+Tab
- C) Ctrl+right arrow
- D) Ctrl+Tab

Answer: <https://biology-forums.com/index.php?topic=270988>

### Question 563

How many levels of sorting does Word 2010 allow?

- A) Four
- B) Three
- C) Two
- D) One

Answer: <https://biology-forums.com/index.php?topic=271531>

### Question 564

Of the following, \_\_\_\_\_ is not an option on the PowerPoint status bar.

- A) the Fit slide to current window button
- B) a Zoom slider
- C) the Close button
- D) the Zoom level button

Answer: <https://biology-forums.com/index.php?topic=270970>

### Question 565

The \_\_\_\_\_ view is the most frequently used view.

Answer: <https://biology-forums.com/index.php?topic=271328>

### Question 566

Which of the following is FALSE about the Colors gallery?

- A) You can create your own color theme.
- B) All color themes provides a set of colors.
- C) Each color of a color theme is assigned to a different element in the theme design.
- D) To select a color theme, right-click the choice in one of the Theme Colors to apply it

Answer: <https://biology-forums.com/index.php?topic=271080>

### Question 567

How would you know that Word identified a contextual spelling error in your document?

- A) It is indicated by a red wavy underline
- B) The text is bolded and flashes
- C) The text is indicated in red bold
- D) It is indicated by a blue wavy underline

Answer: <https://biology-forums.com/index.php?topic=271297>

### Question 568

To insert a function by typing first type an (a) \_\_\_\_\_ sign.

Answer: <https://biology-forums.com/index.php?topic=270713>

### Question 569

Match the following Multimedia Copyright Guidelines with their description:

- I. percentage of a copyright work that can be used A. 2
- II. number of images from a collection that can be used B. 5
- III. seconds of music or sound that can be used C. 10
- IV. number of copies that can be distributed D. 15
- V. number of works by an artist or photographer that can be used E. 30

Answer: <https://biology-forums.com/index.php?topic=271266>

### Question 570

Which of the following is NOT included as part of a theme?

- A) Colors
- B) Fonts
- C) Clip art
- D) Special effects

Answer: <https://biology-forums.com/index.php?topic=270982>

### Question 571

Which of the following statements is true about date formatting?

- A) Date formatting changes the underlying value of the date.
- B) Date formatting changes the starting date that Access uses to determine the time elapsed between the current date and a starting date.
- C) Date formatting returns a portion of the date such as the month, or year for use in functions.
- D) Date formatting changes the way a date is displayed without changing the value of the date

Answer: <https://biology-forums.com/index.php?topic=270476>

### Question 572

\_\_\_\_\_ references usually cause inaccurate results.

Answer: <https://biology-forums.com/index.php?topic=270711>

### Question 573

When designing an expression for a calculated field, the name of the calculated field followed by a(n):

- A) Colon
- B) Exclamation Point
- C) Bracket
- D) Parentheses

Answer: <https://biology-forums.com/index.php?topic=270494>

### Question 574

A \_\_\_\_\_ is an electronic file that contains a grid of columns and rows.

Answer: <https://biology-forums.com/index.php?topic=270634>

### Question 575

The Report Wizard gives users a choice to select \_\_\_\_\_ statistics if the user wants to see the aggregate data of a table.

Answer: <https://biology-forums.com/index.php?topic=270528>

### Question 576

Which of the following is an advanced form of font designed for both Windows and Macintosh?

- A) Kerning
- B) Typography

- C) OpenType
- D) Proportional

Answer: <https://biology-forums.com/index.php?topic=271353>

### Question 577

Which of the following is NOT a Windows Update setting available for Windows 7?

- A) Never check for updates
- B) Have Windows both download and install updates automatically
- C) Download manually and install the updates automatically
- D) Only download but let you install the downloads

Answer: <https://biology-forums.com/index.php?topic=271619>

### Question 578

The Start button is located:

- A) on the title bar.
- B) on the desktop.
- C) on the taskbar.
- D) in the Notification area.

Answer: <https://biology-forums.com/index.php?topic=271579>

### Question 579

What function in a Totals Row would calculate the least valued data item in a group?

- A) Maximum
- B) Count
- C) Average
- D) Minimum

Answer: <https://biology-forums.com/index.php?topic=270501>

### Question 580

Charts help reveal \_\_\_\_\_, patterns, and other tendencies that are difficult to identify by just looking at values in a worksheet.

Answer: <https://biology-forums.com/index.php?topic=270804>

### Question 581

Match each term with the appropriate definition.

- I. Split Form A. A control that is linked to a record source
- II. Multiple Items B. The underlying table or query that provides the fields for the form
- III. Record Source C. A control not linked to a record source, used to label form objects
- IV. Unbound D. A customizable form that displays multiple records from a source table or query in a datasheet format
- V. Bound E. Creates a customizable form displaying the record source in two views at the same time

Answer: <https://biology-forums.com/index.php?topic=270602>

### Question 582

If you needed to design a query to calculate the year contained in a date field, you would use the \_\_\_\_\_ function.

Answer: <https://biology-forums.com/index.php?topic=270515>

### Question 583

A primary key from one table that is used to form a relationship with a second table is called a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270362>

### Question 584

In many open program windows a Search box is available at the \_\_\_\_\_ of the window.

- A) bottom right corner
- B) near the bottom center
- C) top right corner
- D) top left corner

Answer: <https://biology-forums.com/index.php?topic=271622>

### Question 585

The \_\_\_\_\_ tab allows you to include a media object in your presentation.

Answer: <https://biology-forums.com/index.php?topic=271018>

### Question 586

The \_\_\_\_\_ property can be applied to change the way a field is displayed or printed.

Answer: <https://biology-forums.com/index.php?topic=270442>

### Question 587

Windows 7's Help and Support feature is available:

- A) from the Start menu.
- B) in the Notification area.
- C) from the desktop.
- D) from the taskbar.

Answer: <https://biology-forums.com/index.php?topic=271627>

### Question 588

You can rename a chart sheet before you click OK in the \_\_\_\_\_ Chart dialog box.

Answer: <https://biology-forums.com/index.php?topic=270792>

### Question 589

Which of the following is TRUE about cropping?

- A) Cropping adjusts the amount of a picture that displays.
- B) Cropping reduces the size of a graphic.
- C) If you crop half of an image, the size of the Word document is reduced.
- D) When you crop an image, the portion cropped from the photo is deleted.

Answer: <https://biology-forums.com/index.php?topic=271382>

### Question 590

A(n) file \_\_\_\_\_ is an identifier of a file, possibly the author or date created.

Answer: <https://biology-forums.com/index.php?topic=271653>

### Question 591

What is the difference between a SmartArt List diagram and a SmartArt Process diagram?

- A) The List is for nonsequential information; the Process is steps in a process.
- B) Lists are always horizontally displayed while Processes are always displayed vertically.
- C) They both show a process or timeline but Lists are vertical and Processes are horizontal.
- D) Lists are always vertically displayed while Processes are always displayed horizontally.

Answer: <https://biology-forums.com/index.php?topic=271133>

### Question 592

Which of the following wrapping options in the Table Properties dialog box allows you to display text on the side of a table?

- A) Left
- B) None
- C) Around
- D) Center

Answer: <https://biology-forums.com/index.php?topic=271507>

### Question 593

The .txt extension represents \_\_\_\_\_ format.

Answer: <https://biology-forums.com/index.php?topic=271092>

### Question 594

All of the following are Form views EXCEPT:

- A) Tabular View
- B) Layout View
- C) Form View

D) Design View

Answer: <https://biology-forums.com/index.php?topic=270542>

### Question 595

Match the following Ribbon Tab or Group items to their description:

- I. File A. Contains tools relating to the more advanced features of Access
- II. Home B. Contains access to tools such as Compact and Repair and Backup Database
- III. Create C. Contains basic editing functions and formatting tools
- IV. External Data D. Contains the tools necessary for producing reports and forms
- V. Database Tools E. Contains the tools necessary for data import and export

Answer: <https://biology-forums.com/index.php?topic=270384>

### Question 596

To put a long text label on two or more lines within a single cell

- A) type the first line, then hit "Enter".
- B) insert a line break with the "Alt + Enter" key combination.
- C) type the second line then use the Backspace key.
- D) insert a text box using F4.

Answer: <https://biology-forums.com/index.php?topic=270611>

### Question 597

You can add Visual Basic for Applications (VBA) code to a form in \_\_\_\_\_ view.

- A) Report View
- B) Design View
- C) Layout View
- D) Print Preview

Answer: <https://biology-forums.com/index.php?topic=270559>

### Question 598

You can do all EXCEPT \_\_\_\_\_ from the Audio Tools Playback tab.

- A) record narration
- B) add a bookmark
- C) trim an audio file
- D) fade in and fade out

Answer: <https://biology-forums.com/index.php?topic=271220>

### Question 599

Match each element of an expression with its definition:

- I. Identifiers A. Produce results based on inputs
- II. Operators B. Values that do not change
- III. Functions C. Arithmetic instructions such as \*, /, +, or —
- IV. Constants D. Inputs that are needed to produce output for a function
- V. Variables E. The names of fields, controls, or properties
- VI. Arguments F. Elements with a changing value

Answer: <https://biology-forums.com/index.php?topic=270533>

### Question 600

Which of the following keys will not navigate forward or backward while in Slide Show view?

- A) N and P
- B) Shift and Ctrl
- C) Spacebar and Backspace
- D) Page Down and Page Up

Answer: <https://biology-forums.com/index.php?topic=270999>

### Question 601

The value axis

- A) displays incremental values to identify the values of the data series.



- B) groups or clusters similar data in columns to compare values across categories.
- C) compares two or more sets of data in one chart.
- D) compares values for one set of data.

Answer: <https://biology-forums.com/index.php?topic=270750>

### Question 602

Which of the following statements is true in reference to calculated fields:

- A) Calculated fields can be used as input for other calculated fields
- B) Calculated field names should contain spaces
- C) Calculated fields cannot be created with Expression Builder
- D) Calculated fields cannot be added to tables

Answer: <https://biology-forums.com/index.php?topic=270481>

### Question 603

While viewing slides in the Slide Sorter, a(n) \_\_\_\_\_ icon indicates that a slide has animation.

- A) arrow
- B) check mark
- C) red circle
- D) star

Answer: <https://biology-forums.com/index.php?topic=270992>

### Question 604

A mathematical symbol such as an addition or subtraction sign is called a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270432>

### Question 605

A form can be used to:

- A) select records that meet specific criteria.
- B) automate the retrieval and update process.
- C) sort data in ascending or descending order.
- D) enter, edit, and view records in a database.

Answer: <https://biology-forums.com/index.php?topic=270327>

### Question 606

The \_\_\_\_\_ button in the Edit Photo Album dialog box allows you to turn an image 90 degrees each time it is clicked.

Answer: <https://biology-forums.com/index.php?topic=271262>

### Question 607

A(n) \_\_\_\_\_ style stores character formatting and affects only selected text.

Answer: <https://biology-forums.com/index.php?topic=271406>

### Question 608

A(n) \_\_\_\_\_ is digital video compression used to compress movies and then decompress for playback.

Answer: <https://biology-forums.com/index.php?topic=271246>

### Question 609

The \_\_\_\_\_ gallery pairs a title text style with a body text style.

Answer: <https://biology-forums.com/index.php?topic=271106>

### Question 610

Which of the following is NOT a typical way to add audio to a PowerPoint presentation?

- A) Insert audio directly from a Web page
- B) Insert audio from a file
- C) Record audio
- D) Insert from the Clip Art pane

Answer: <https://biology-forums.com/index.php?topic=271225>

### Question 611

Which of the following is NOT an actual gallery in PowerPoint 2010?

- A) Colors gallery
- B) Fonts gallery
- C) Page Setup gallery
- D) Styles gallery

Answer: <https://biology-forums.com/index.php?topic=271077>

### Question 612

What happens to the mouse pointer when you place it on a border of a window?

- A) It becomes a four-headed arrow
- B) It changes to a double-headed arrow
- C) It disappears
- D) It turns red

Answer: <https://biology-forums.com/index.php?topic=271603>

### Question 613

Which of the following is TRUE about background shapes and graphics?

- A) Shapes and graphics can be hidden on all background themes.
- B) The intense background styles can be changed and hidden; the subtle cannot.
- C) Backgrounds cannot be changed by the user.
- D) Background shapes and graphics can be hidden on ALL slides but not on one individual slide.

Answer: <https://biology-forums.com/index.php?topic=271079>

### Question 614

Match the following views in PowerPoint 2010 with its function:

- I. Notes Page view A. deliver a presentation on two monitor simultaneously
- II. Slide Sorter view B. view one slide at a time with a title bar and Close button
- III. Slide Show view C. to enter and edit large amounts of text for the speaker to refer to
- IV. Reading view D. view multiple slide at one time
- V. Presenter view E. deliver the final presentation to an audience

Answer: <https://biology-forums.com/index.php?topic=271031>

### Question 615

\_\_\_\_\_ Connect is a Windows 7 help feature that allows two users both using Windows 7 to take advantage of the Remote Assistance feature.

Answer: <https://biology-forums.com/index.php?topic=271659>

### Question 616

Which of the following is NOT a Zoom option?

- A) Two pages
- B) Whole page
- C) Many pages
- D) Page width

Answer: <https://biology-forums.com/index.php?topic=271300>

### Question 617

When using Remote Assistance, if the person you are connected with is also using Windows 7, you can use a method called:

- A) Remote Connect
- B) Connect with 7
- C) Easy Connect
- D) Windows 7 Connect

Answer: <https://biology-forums.com/index.php?topic=271632>

### Question 618

Match the following terms with their description:

- I. library A. an organization method that collects files and displays them as one unit
- II. backup B. predesigned file

III. template C. switch from one setting to another  
IV. toggle D. graphic file  
V. picture E. copy of a file

Answer: <https://biology-forums.com/index.php?topic=270965>

### Question 619

The MAX function

- A) tallies the number of cells in a range that are not empty.
- B) identifies the highest value in a range.
- C) tallies the number of blank cells in a range.
- D) tallies the number of cells in a range that contain values.

Answer: <https://biology-forums.com/index.php?topic=270683>

### Question 620

The Hide Background Graphics button is located in the \_\_\_\_\_ group.

Answer: <https://biology-forums.com/index.php?topic=271105>

### Question 621

Which of the following is recommended as the first step in planning a presentation?

- A) Research your audience
- B) Determine the goal
- C) Brainstorm how to deliver your message
- D) Sketch out your thoughts about the presentation

Answer: <https://biology-forums.com/index.php?topic=270972>

### Question 622

You have been working in a database. Your boss asks you to design and print out a report for an upcoming board meeting. What view should you use to ensure that the report will print out as intended?

- A) Layout view
- B) Print Preview
- C) Design view
- D) Report view

Answer: <https://biology-forums.com/index.php?topic=270550>

### Question 623

Forms may include \_\_\_\_\_ controls, which are decorative or design elements, but not connected to a data source.

Answer: <https://biology-forums.com/index.php?topic=270589>

### Question 624

A \_\_\_\_\_ is an area in the worksheet that contains rows and columns of related data formatted to enable data management and analysis.

Answer: <https://biology-forums.com/index.php?topic=270864>

### Question 625

Which of the following is a new Office 2010 feature?

- A) Changing the contrast and brightness within the same image
- B) Inserting symbols into a document
- C) The ability to remove the background of a picture
- D) Compressing the size of all images in a document

Answer: <https://biology-forums.com/index.php?topic=271384>

### Question 626

Which of the following is FALSE about saving a search?

- A) To conduct a saved search, open the Computer window.
- B) To save a search, click Save search on the toolbar.
- C) Saved searches are displayed in the Documents library section of the Computer window.
- D) You only need to click the link of a saved search to get new results.

Answer: <https://biology-forums.com/index.php?topic=271626>

### Question 627

A \_\_\_\_\_ reference is a tag or use of a table element as a reference in a formula.

Answer: <https://biology-forums.com/index.php?topic=270875>

### Question 628

For fields containing social security numbers or dates, a(n) \_\_\_\_\_ can automatically provide characters such as hyphens or slashes.

Answer: <https://biology-forums.com/index.php?topic=270440>

### Question 629

Semi-selection or pointing

- A) indicates a cell's relative location from the cell containing the formula.
- B) indicates a cell's specific location and the reference does not change when you copy the formula.
- C) is the process of using the mouse to select cells while building a formula.
- D) creates an Equals (=) sign.

Answer: <https://biology-forums.com/index.php?topic=270670>

### Question 630

Match the following windows features or parts to their meanings:

- I. title bar A. found on the right side of the title bar
- II. control buttons B. hide the window from view
- III. Minimize button C. used to close a window
- IV. Close button D. restore down or fill the desktop
- V. Maximize button E. includes the file name and the program

Answer: <https://biology-forums.com/index.php?topic=271662>

### Question 631

After you have entered information into the Document Panel of a file, you can use it as search criteria when you use the \_\_\_\_\_ search tool.

Answer: <https://biology-forums.com/index.php?topic=271336>

### Question 632

What is a quick and easy way to delete a folder in Windows Explorer?

- A) Simply double-click the folder name to delete it
- B) Right-click and choose Delete
- C) Right-click and choose Cut
- D) Triple-click the folder name in order to delete it

Answer: <https://biology-forums.com/index.php?topic=270896>

### Question 633

A multiple data series chart

- A) groups or clusters similar data in columns to compare values across categories.
- B) compares two or more sets of data in one chart.
- C) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.
- D) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.

Answer: <https://biology-forums.com/index.php?topic=270752>

### Question 634

Match the following options with the tab where it can be accessed:

- I. add a picture to a slide A. Picture Tools Format tab
- II. remove a background from an image B. Design tab
- III. create a background from a picture C. Video Tools Playback tab
- IV. crop a video D. Video Tools Format tab
- V. fade video in and out E. Insert tab

Answer: <https://biology-forums.com/index.php?topic=271270>

### Question 635

The Start button, open window buttons, and the \_\_\_\_\_ area are located on the taskbar.

Answer: <https://biology-forums.com/index.php?topic=271641>

### Question 636

A note that refers a reader to another place within a document for more information about a topic is known as a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271487>

### Question 637

How do you constrain the rotation of a selected object to 15-degree angles?

- A) Hold the Ctrl key
- B) Click on the Constrain Angle button
- C) Hold the Shift key
- D) Click the object border one time for each 15-degree change

Answer: <https://biology-forums.com/index.php?topic=271149>

### Question 638

If you were creating your own dialog box, which of the following features would be most appropriate to show five different print options?

- A) List box
- B) Text box
- C) Spin arrow
- D) Check box

Answer: <https://biology-forums.com/index.php?topic=271606>

### Question 639

\_\_\_\_\_ is the horizontal width of a column.

Answer: <https://biology-forums.com/index.php?topic=271544>

### Question 640

A formula in Excel must begin with

- A) a cell's specific location.
- B) a cell's relative location.
- C) both an absolute and a relative cell reference.
- D) an Equals (=) sign.

Answer: <https://biology-forums.com/index.php?topic=270671>

### Question 641

Match the arithmetic operators in order of precedence:

- I. Parentheses A. 3rd in order of precedence
- II. Exponent B. 1st in order of precedence
- III. Multiplication C. 4th in order of precedence
- IV. Division D. 5th in order of precedence
- V. Addition E. 2nd in order of precedence

Answer: <https://biology-forums.com/index.php?topic=270667>

### Question 642

Constants that are used as arguments in expressions can be defined as \_\_\_\_\_.

- A) Variables that do not change
- B) Objects that do not change
- C) Values that do not change
- D) Functions that do not change

Answer: <https://biology-forums.com/index.php?topic=270470>

### Question 643

The \_\_\_\_\_ of a field determines the kind of content that can be entered or operations that can be performed on the field content.

Answer: <https://biology-forums.com/index.php?topic=270447>

### Question 644

Click a(n) \_\_\_\_\_ to resize a shape that you've inserted on a slide.

- A) adjustment handle
- B) rotation handle
- C) sizing handle
- D) shape line

Answer: <https://biology-forums.com/index.php?topic=271119>

### Question 645

Margins are only viewable if you are in \_\_\_\_\_ view or in Backstage.

- A) Draft or Outline
- B) Draft
- C) Draft or Page Layout
- D) Print Layout or Page Layout

Answer: <https://biology-forums.com/index.php?topic=270929>

### Question 646

Match the following tabs in PowerPoint 2010 with an available feature on that tab:

- I. Home A. New
- II. File B. Decrease List Level
- III. Design C. Header & Footer
- IV. View D. Theme gallery
- V. Insert E. Slide Sorter

Answer: <https://biology-forums.com/index.php?topic=271111>

### Question 647

Freddie is working on a database that stores inventory information. His boss has asked him to print a report for review by auditors. Freddie wants to make sure the report prints correctly. He should view the report using \_\_\_\_\_ before printing the report.

Answer: <https://biology-forums.com/index.php?topic=270591>

### Question 648

The first step when saving a file for someone running Word 97-2003 is to click the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271330>

### Question 649

All of the following are sections of an Access Form EXCEPT:

- A) Detail Section
- B) Header Section
- C) Page Header Section
- D) Footer Section

Answer: <https://biology-forums.com/index.php?topic=270547>

### Question 650

Sarah is working in a database that stores resort vacation information. She needs to design a field that will allow a user to link to an external website. The data type she should apply to this field is:

- A) Memo
- B) OLE
- C) Hyperlink
- D) Attachment

Answer: <https://biology-forums.com/index.php?topic=270398>

### Question 651

The \_\_\_\_\_ displays form fields in vertical column, and displays one record at a time.

- A) Stacked Layout
- B) Layout View
- C) Tabular Layout
- D) Print Preview

Answer: <https://biology-forums.com/index.php?topic=270536>

### Question 652

In the table pictured above, the column labeled Last Name is an example of a:

- A) record.
- B) field.
- C) table.
- D) query.

Answer: <https://biology-forums.com/index.php?topic=270333>

### Question 653

Expressions to perform calculations such as using a birthdate to find a person's age can be built using \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270514>

### Question 654

What level are styles created on?

- A) Word and sentence
- B) Character and page
- C) Page and document
- D) Character and paragraph

Answer: <https://biology-forums.com/index.php?topic=271372>

### Question 655

Match the following terms with their descriptions:

- I. portion of a picture to be removed A. foreground
- II. portion of a picture to be retained B. compress
- III. reduce the file size of an object C. contrast
- IV. difference between light and dark parts of an image D. background
- V. ratio between lightness and darkness of an image E. brightness

Answer: <https://biology-forums.com/index.php?topic=271422>

### Question 656

The \_\_\_\_\_ button in the Paragraph group reveals formatting marks in your document.

- A) Section break
- B) Draft view
- C) Show/Hide
- D) Paragraph

Answer: <https://biology-forums.com/index.php?topic=271277>

### Question 657

Match the following Microsoft Office 2010 feature with the tab where it can be found:

- I. open Office Backstage A. contextual tab
- II. modify text B. File tab
- III. create a new chart in Excel C. Home tab
- IV. modify an object D. Page Layout tab
- V. change margins in Word E. Insert tab

Answer: <https://biology-forums.com/index.php?topic=270964>

### Question 658

What is the difference between the information you initially see in the Backstage view of a file and the information in the Document Panel?

- A) The information is exactly the same in both places
- B) The Document Panel offers more properties that can be entered and edited
- C) The Document Panel offers fields only for the author while the initial Backstage view offers file information
- D) The Backstage view offers a visual of the document information while the Document Panel offers the data that can be edited

Answer: <https://biology-forums.com/index.php?topic=271310>

### Question 659

Ribbon Commands with arrows indicate

- A) a shortcut to cell A1.
- B) there are two or more sub-commands related to the command.
- C) the next step in the process.
- D) directionality.

Answer: <https://biology-forums.com/index.php?topic=270618>

### Question 660

By default, Word inserts a(n) \_\_\_\_\_ at the beginning of a caption created in Word 2010.

- A) letter
- B) two-word title
- C) ScreenTip
- D) number

Answer: <https://biology-forums.com/index.php?topic=271455>

### Question 661

Predesigned files that Office provides are called \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270943>

### Question 662

An exploded pie chart

- A) shows the high, low, and close prices for individual stocks over time.
- B) emphasizes magnitude of changes over time by filling in the space between lines with a color.
- C) shows a relationship between two variables.
- D) separates one or more pie slices from the rest of the pie chart.

Answer: <https://biology-forums.com/index.php?topic=270761>

### Question 663

The \_\_\_\_\_ bar informs a user of the current drive or folder.

Answer: <https://biology-forums.com/index.php?topic=270935>

### Question 664

The Change Case button is located in the Font group on the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271393>

### Question 665

Which of the following is NOT an option when clicking the Full Page Slides button?

- A) Scale to Fit
- B) High Quality
- C) Grayscale
- D) Frame

Answer: <https://biology-forums.com/index.php?topic=271002>

### Question 666

A(n) \_\_\_\_\_ control displays the data found in a field in a form's record source.

Answer: <https://biology-forums.com/index.php?topic=270587>

### Question 667

When you use the form tool to create a form, Access analyzes relationships between tables, and automatically adds a(n) \_\_\_\_\_, which displays records with foreign key values that match the primary key value in the main form.

Answer: <https://biology-forums.com/index.php?topic=270580>

### Question 668

Match the following Word 2010 tabs with the function available on that tab:

- I. Home tab A. apply font attributes
- II. Insert tab B. include a nonbreaking space or hyphen in a document through the Symbols gallery
- III. Page Layout tab C. see the outline in a document
- IV. View tab D. format text into columns
- V. Picture Tools Format tab E. use the Height and Width commands

Answer: <https://biology-forums.com/index.php?topic=271417>

### Question 669

How do you activate the Lock Drawing Mode feature in PowerPoint 2010?

- A) Click the Lock Drawing Mode button on the Insert tab
- B) Right-click the Shapes button and select Lock Drawing Mode
- C) Click the Lock Drawing Mode option below the Shape gallery
- D) Right-click the shape you want and select Lock Drawing Mode



Answer: <https://biology-forums.com/index.php?topic=271120>

### Question 670

A form that displays records horizontally, with label controls across the top and the data values in rows under the labels is in a \_\_\_\_\_ layout.

Answer: <https://biology-forums.com/index.php?topic=270578>

### Question 671

An expression or integer value specifying total number of payments in a loan is the \_\_\_\_\_ argument in the PMT function.

- A) rate
- B) num\_periods
- C) present value
- D) future value

Answer: <https://biology-forums.com/index.php?topic=270502>

### Question 672

Word uses \_\_\_\_\_ to identify data in a table and formats it to be used in the formula.

- A) syntax
- B) field codes
- C) merge fields
- D) a data source

Answer: <https://biology-forums.com/index.php?topic=271513>

### Question 673

A \_\_\_\_\_ letter is typically a printed letter mailed to multiple recipients and personalized for each one.

Answer: <https://biology-forums.com/index.php?topic=271555>

### Question 674

The sequence by which operations are calculated in an expression for a calculated field is determined by the \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270506>

### Question 675

Which of the following query criteria would be used to produce results for Date/Time fields containing a date of December 12th, 2010?

- A) 12/12/2010
- B) #12/12/2010#
- C) Between #12/11/2010# and #12/14/2010#
- D) 12/11/2010

Answer: <https://biology-forums.com/index.php?topic=270390>

### Question 676

If you open a Word document in PowerPoint and each item becomes a title for a slide, what happened?

- A) The Word document is actually a bulleted list rather than an outline.
- B) It is not an actual Word document.
- C) It is likely a Word document saved in a version prior to Word 2010.
- D) The file was incorrectly saved within Word.

Answer: <https://biology-forums.com/index.php?topic=271064>

### Question 677

Sum, Avg, and Max are examples of \_\_\_\_\_ functions that are used to evaluate entire columns of data.

- A) Date
- B) Aggregate
- C) Number
- D) Totalling

Answer: <https://biology-forums.com/index.php?topic=270468>

### Question 678

The \_\_\_\_\_ in a mail merge contains the information that remains constant for all recipients.

- A) data source
- B) header row
- C) merge fields

D) main document

Answer: <https://biology-forums.com/index.php?topic=271521>

### Question 679

A \_\_\_\_\_ bar is a horizontal gradient or solid fill indicating the cell's relative value compared to other selected cells.

Answer: <https://biology-forums.com/index.php?topic=270878>

### Question 680

Click the \_\_\_\_\_ tab to print a presentation in Outline view.

Answer: <https://biology-forums.com/index.php?topic=271090>

### Question 681

The \_\_\_\_\_ function displays the current date and time in a cell.

Answer: <https://biology-forums.com/index.php?topic=270719>

### Question 682

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 683

The TODAY function

- A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- B) displays the current date and time.
- C) displays the current date.
- D) evaluates true or false.

Answer: <https://biology-forums.com/index.php?topic=270687>

### Question 684

A \_\_\_\_\_ query is used to display only aggregate data when the query is run.

Answer: <https://biology-forums.com/index.php?topic=270529>

### Question 685

Each \_\_\_\_\_ in a bitmap image contains information about the color to be displayed on a monitor.

Answer: <https://biology-forums.com/index.php?topic=271233>

### Question 686

The \_\_\_\_\_ of a picture is the area to be kept with the Remove Background tool.

Answer: <https://biology-forums.com/index.php?topic=271238>

### Question 687

How do you apply a table of contents style in Word 2010?

- A) Click the References tab, click the Table of Contents button
- B) Click the Page Layout tab, click the Table of Contents button
- C) Click the Insert tab, click the Table of Contents button
- D) Click the Insert tab and click the Table of Contents button in the References group

Answer: <https://biology-forums.com/index.php?topic=271447>

### Question 688

What displays on the Media Control bar to indicate a bookmark location in a video?

- A) A purple square box
- B) A circle
- C) A green triangle
- D) A black triangle

Answer: <https://biology-forums.com/index.php?topic=271213>

### Question 689

When you select a chart, Excel displays a Chart Tools contextual tab with three specific tabs:

- A) Design, Layout, and Format
- B) Home, Insert, and Page Layout
- C) Chart, Type, and Formulas
- D) Data, Review, and Data

Answer: <https://biology-forums.com/index.php?topic=270770>

### Question 690

In the table pictured above, each column represents a:

- A) field.
- B) record.
- C) table.
- D) primary key.

Answer: <https://biology-forums.com/index.php?topic=270330>

### Question 691

A typical storyboard includes sections for all of the following EXCEPT:

- A) the title slide.
- B) to introduce the topic.
- C) develop the topics.
- D) add animations.

Answer: <https://biology-forums.com/index.php?topic=270973>

### Question 692

For a long text label use the " \_\_\_\_\_ " key and "Enter" key combination to insert a line break so the text appears on two lines within the cell.

Answer: <https://biology-forums.com/index.php?topic=270651>

### Question 693

A(n) \_\_\_\_\_ is a note recognizing a source of information or a quoted passage.

Answer: <https://biology-forums.com/index.php?topic=271474>

### Question 694

Click the \_\_\_\_\_ tab to begin the process of creating a photo album presentation.

Answer: <https://biology-forums.com/index.php?topic=271261>

### Question 695

A "Range"

- A) cannot be selected with the mouse.
- B) are the numbers that fall between the smallest and largest in the formula.
- C) is another word for the active worksheet.
- D) refers to a group of adjacent or contiguous cells.

Answer: <https://biology-forums.com/index.php?topic=270623>

### Question 696

\_\_\_\_\_ keeps rows and/or columns visible as you scroll through a worksheet.

Answer: <https://biology-forums.com/index.php?topic=270858>

### Question 697

The \_\_\_\_\_ function finds the lowest value in a list.

Answer: <https://biology-forums.com/index.php?topic=270717>

### Question 698

A number that represents a quantity or amount is called a \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270652>

### Question 699

A written note or drawing that offers additional commentary or explanation and is written during a slide show is known as a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271027>

### Question 700

Katie is working in a customer table and needs to know if any customers are located in Texas. In order to locate this information, she would:

- A) create a query.
- B) create a new table.
- C) create a form.
- D) create a report.

Answer: <https://biology-forums.com/index.php?topic=270325>

### Question 701

A(n) \_\_\_\_\_ structures information in columns and rows on a slide.

Answer: <https://biology-forums.com/index.php?topic=271019>

### Question 702

When choosing between Access and Excel, it is best to use Excel in all of the following circumstances EXCEPT:

- A) you only need a single worksheet to manage data.
- B) you need to manage primarily of numeric data.
- C) you need to run a series of "what if" scenarios .
- D) you need to group, sort, and total data based on various parameters.

Answer: <https://biology-forums.com/index.php?topic=270339>

### Question 703

What does the Custom tab of the Properties dialog box of the Document Properties feature allow you to do?

- A) It allows you to print the document properties
- B) It allows you to delete fields from the document properties
- C) It allows you to add custom property categories and assign values to them
- D) It provides useful information about the document

Answer: <https://biology-forums.com/index.php?topic=271311>

### Question 704

Calculated fields requiring complex expressions can be created with \_\_\_\_\_ in Access.

Answer: <https://biology-forums.com/index.php?topic=270509>

### Question 705

The \_\_\_\_\_ tab is the default Access tab and contains basic editing functions.

- A) External Data
- B) database Tools
- C) Create
- D) Home

Answer: <https://biology-forums.com/index.php?topic=270353>

### Question 706

The Mark Entry button is located in the \_\_\_\_\_ group (the same group name as the final result of marking an entry).

Answer: <https://biology-forums.com/index.php?topic=271483>

### Question 707

Ryan is working in a database that organizes vendor contact information. Ryan must find vendors located in two cities. The vendors must have offices in both cities in order to meet Ryan's requirements. Ryan should use the Filter by Form \_\_\_\_\_ condition.

- A) query
- B) sort
- C) OR
- D) AND

Answer: <https://biology-forums.com/index.php?topic=270341>

### Question 708

\_\_\_\_\_ graphics are created using geometrical formulas and can be easily edited and layered.

Answer: <https://biology-forums.com/index.php?topic=271176>

### Question 709

A(n) \_\_\_\_\_ is movement that occurs between slides and how one slide replaces another.

Answer: <https://biology-forums.com/index.php?topic=271023>

### Question 710

Which of the following is NOT a feature that is automatically included when Word opens?

- A) Horizontal ruler
- B) Quick Access Toolbar
- C) Zoom dialog box
- D) Zoom slider

Answer: <https://biology-forums.com/index.php?topic=271273>

### Question 711

After clicking File, Open, and All PowerPoint Presentations arrow, which files will be listed?

- A) All files on your hard drive
- B) All files on whichever drive you specify
- C) Only PowerPoint files
- D) All files in a format PowerPoint recognizes

Answer: <https://biology-forums.com/index.php?topic=271063>

### Question 712

All of the following EXCEPT \_\_\_\_\_ is a document type available in a mail merge.

- A) Letters
- B) E-mail Messages
- C) Tables
- D) Envelopes

Answer: <https://biology-forums.com/index.php?topic=271522>

### Question 713

You can create or modify a table's field names and data types in \_\_\_\_\_ view.

- A) Report
- B) Form
- C) Datasheet
- D) Design

Answer: <https://biology-forums.com/index.php?topic=270347>

### Question 714

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 715

A(n) \_\_\_\_\_ can be a game, a puzzle, or a constantly changing data item such as a clock or calendar.

Answer: <https://biology-forums.com/index.php?topic=271635>

### Question 716

Using Conditional Formatting to highlight \_\_\_\_\_ is useful to see where you are missing data.

Answer: <https://biology-forums.com/index.php?topic=270879>

### Question 717

Highlight Cell Rules

- A) formats the condition of the worksheet in preparation for printing.
- B) calculates an aggregate for values in a range or database.
- C) tags a table element as a reference in a formula.
- D) highlight cells meeting specified criteria with a specified color, font, or border.

Answer: <https://biology-forums.com/index.php?topic=270849>

### Question 718

A(n) \_\_\_\_\_ is a citation that appears at the end of a document.

Answer: <https://biology-forums.com/index.php?topic=271479>

### Question 719

Which of the following is the correct mathematical sequence for the order of operations:

- A) Multiplication, Division, Exponentiation, Addition, Subtraction
- B) Exponentiation, Multiplication, Division, Addition, Subtraction
- C) Multiplication, Exponentiation, Division, Addition, Subtraction
- D) Addition, Subtraction, Multiplication, Exponentiation, Division

Answer: <https://biology-forums.com/index.php?topic=270484>

### Question 720

Which of the following could be a Word table saved as a database file?

- A) Oregon customers.mdb
- B) Oregon\_cust.docx
- C) Washington customers.accdb
- D) Washington\_cust.accd

Answer: <https://biology-forums.com/index.php?topic=271525>

### Question 721

To select a range in using the name box

- A) click in the name box and type the range address such as B15:D25 and then press "Enter".
- B) select the name box from the 2010 File menu and choose "Range".
- C) position the mouse pointer over the column headings holding the Alt key.
- D) click in the first cell of the range, hold the "Ctrl" key, and then click in the last cell of the range.

Answer: <https://biology-forums.com/index.php?topic=270625>

### Question 722

Which of the following is NOT a Table Alignment option?

- A) Center
- B) Custom
- C) Right
- D) Top

Answer: <https://biology-forums.com/index.php?topic=271508>

### Question 723

Aero \_\_\_\_\_ is a preview of any open window even when it is obscured by another window.

Answer: <https://biology-forums.com/index.php?topic=271644>

### Question 724

The Sticky Notes feature of Windows 7 can be accessed from the Start button,:

- A) All Programs, Accessories, and Sticky Notes.
- B) All Programs, and Sticky Notes.
- C) Control Panel, and Sticky Notes.
- D) All Programs, Computer, and Sticky Notes

Answer: <https://biology-forums.com/index.php?topic=271614>

### Question 725

\_\_\_\_\_ affects the background color within a cell, group of cells, or a table.

Answer: <https://biology-forums.com/index.php?topic=271545>

### Question 726

You create a calculated field that finds the average of a column of numbers. Access automatically names the field Expr1. Which of the following statements is true regarding the automatic naming of the calculated field?

- A) You cannot edit an expression in a calculated field that has been named Expr1 by Access
- B) Access assigns Expr1 to a calculated field name when an expression contains an error.
- C) You cannot edit the name of a calculated field that has been named Expr1
- D) Access assigns Expr1 to a calculated field without a name, and this name can be edited

Answer: <https://biology-forums.com/index.php?topic=270492>

### Question 727

Match the conditional formatting options to their descriptions:

- I. Highlight Cell Rules A. format cells based upon their value in relation to the value of other cells such as the top 10%
- II. Top Bottom Rules B. horizontal gradient or solid fill indicating the cell's relative value compared to other selected cells
- III. Data bar C. highlight cells meeting specified criteria with a specified color, font, or border
- IV. Color scale D. conditional format that displays a particular color based on the relative value of the cell contents to other selected cells
- V. Icon set E. conditional format that displays an icon representing a value in the top third, quarter, or fifth based on values in the selected range

Answer: <https://biology-forums.com/index.php?topic=270889>

### Question 728

When do contextual tabs display in Office 2010?

- A) When you select a paragraph in a document
- B) When you right-click the Ribbon and check a conceptual tab name
- C) When you click the Home tab
- D) When you select an object in a document

Answer: <https://biology-forums.com/index.php?topic=270906>

### Question 729

The \_\_\_\_\_ data type is used to hold sentences or paragraphs of descriptive data.

- A) Text
- B) OLE
- C) Memo
- D) Hyperlink

Answer: <https://biology-forums.com/index.php?topic=270413>

### Question 730

The first two arguments of the DatePart function are \_\_\_\_\_ which describes the part of the date that will be returned; and \_\_\_\_\_ which tells Access where to locate the date/time information.

- A) <<date>>, <<interval>>
- B) <<interval>>, <<date>>
- C) <<date>>, <<firstdayofweek>>
- D) <<date>>, <<firstweekofyear>>

Answer: <https://biology-forums.com/index.php?topic=270478>

### Question 731

You should use cell references in formulas instead of constant values so

- A) you can easily include letters, numbers, and spaces.
- B) it is easier to debug the errors.
- C) you can change the input values without changing the formulas.
- D) you can control the sequence in which Excel performs arithmetic operations.

Answer: <https://biology-forums.com/index.php?topic=270615>

### Question 732

A formula used to calculate new fields from the values in existing fields is called a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270508>

### Question 733

Sorting Values smallest to largest

- A) arranges names in sequential order.
- B) arranges numbers in sequential order.
- C) arranges dates in alphabetical order.
- D) is the process of displaying only records that meet specific conditions.

Answer: <https://biology-forums.com/index.php?topic=270840>

### Question 734

An absolute cell reference

- A) causes a potential error.
- B) indicates a cell's specific location and the reference does not change when you copy the formula.
- C) occurs when a formula directly or indirectly refers to the cell containing the formula.
- D) contains both an absolute and a relative cell reference.

Answer: <https://biology-forums.com/index.php?topic=270673>

### Question 735

Match the beginning of each sentence with the ending of each in the second column in regard to design principles:

- I. Sans serif fonts A. are best used if the presentation will be printed.
- II. Serif fonts B. should not be used (except as hyperlinks).
- III. Underlined text C. should be used sparingly.
- IV. Italics D. should be used when delivering a presentation on a projector.
- V. Thirty-six point font E. should be the minimum for title placeholders.

Answer: <https://biology-forums.com/index.php?topic=271113>

### Question 736

If an audio file is intended as background music but stops before you get to the last slide, use the \_\_\_\_\_ feature.

- A) Timing
- B) Play Across Slides
- C) Loop Until Stopped
- D) With Previous or After Previous

Answer: <https://biology-forums.com/index.php?topic=271224>

### Question 737

Arranging table data from A to Z is \_\_\_\_\_ order.

Answer: <https://biology-forums.com/index.php?topic=271550>

### Question 738

The \_\_\_\_\_ of a photo refers to the difference between the darkest and the lightest areas of the image.

Answer: <https://biology-forums.com/index.php?topic=271240>

### Question 739

Match the type of data that can be entered into a cell with its description:

- I. Text A. Stored as a "serial" number but can be displayed in varies ways
- II. Values B. Letters, Numbers, symbols not used in calculations
- III. Dates C. Cell references, arithmetic operations, values...used in a calculation
- IV. Formulas D. Numbers that represent a quantity to be used as a basis for calculations
- V. AutoComplete E. Displays other labels in that column that match the letters you type

Answer: <https://biology-forums.com/index.php?topic=270665>

### Question 740

If you are in the Backstage view and want to return to a document, press \_\_\_\_\_ on the keyboard.

Answer: <https://biology-forums.com/index.php?topic=271335>

### Question 741

Which of the following Mail Merge Commands from the Mailings tab enables you to choose the type of main document you will work with?

- A) Start Mail Merge
- B) Select Recipients
- C) Highlight Merge Fields
- D) Match Fields



Answer: <https://biology-forums.com/index.php?topic=271536>

### Question 742

What is the default name of a new section?

- A) Untitled Section
- B) Section1
- C) Section Rename
- D) Section panel

Answer: <https://biology-forums.com/index.php?topic=271069>

### Question 743

Consider the table pictured above. The value of 150 in the totals row represents the total hours worked. How was this value calculated in the totals row?

- A) This value is a result of the Count function being applied to the HoursWorked Field
- B) This value is a result of the Average function being applied to the HoursWorked Field
- C) This value is a result of the Sum function being applied to the HoursWorked Field
- D) This value is a result of the Maximum function being applied to the HoursWorked Field

Answer: <https://biology-forums.com/index.php?topic=270499>

### Question 744

\_\_\_\_\_ can be used to mark location in a video to make it easier to advance to a specific location.

Answer: <https://biology-forums.com/index.php?topic=271248>

### Question 745

Match the following examples of files to the program that likely created it:

- I. Notepad A. a digital photograph with drawings added
- II. WordPad B. advanced scientific programming
- III. Paint C. prepare basic program statements
- IV. Calculator D. simple document with formatting
- V. Snipping Tool E. capture a screen image to use in a report

Answer: <https://biology-forums.com/index.php?topic=271663>

### Question 746

The \_\_\_\_\_ is the long bar in Office 2010 located directly under the Title bar that contains tabs, groups, and commands.

Answer: <https://biology-forums.com/index.php?topic=270938>

### Question 747

It is most typical and often most appropriate that Word documents are printed in \_\_\_\_\_ orientation and Excel documents are printed in \_\_\_\_\_ orientation.

- A) landscape; landscape
- B) landscape; portrait
- C) portrait; landscape
- D) portrait; portrait

Answer: <https://biology-forums.com/index.php?topic=270930>

### Question 748

Filtering the Last\_Name column (field) to show only records that begin with the letter S is an application of

- A) use of a table element as a formula.
- B) a Number Filter.
- C) a Text Filter.
- D) a Date Filter.

Answer: <https://biology-forums.com/index.php?topic=270842>

### Question 749

A(n) \_\_\_\_\_ field is used to produce a value from an expression or function.

- A) AutoNumber
- B) Number
- C) Date
- D) calculated

Answer: <https://biology-forums.com/index.php?topic=270408>

### Question 750

To create a \_\_\_\_\_ from an existing range of data, click the Insert tab and then click Table in the Tables group.

Answer: <https://biology-forums.com/index.php?topic=270867>

### Question 751

The \_\_\_\_\_ button in the Windows Help and Support program in Windows 7 resembles a printer.

Answer: <https://biology-forums.com/index.php?topic=271656>

### Question 752

After you insert a sparkline, the Sparkline Tools Design contextual tab displays, with options to \_\_\_\_\_ the sparkline.

Answer: <https://biology-forums.com/index.php?topic=270796>

### Question 753

The Header & Footer Tools Design tab allows all of the following features EXCEPT:

- A) change the font and formatting options of the header and footer.
- B) specify a different header or footer for the first page.
- C) allow different headers and footers for odd and even pages.
- D) change the distance from the paper edge to the header or footer.

Answer: <https://biology-forums.com/index.php?topic=271287>

### Question 754

When you insert a video from an online video site, you paste the embedded \_\_\_\_\_ code into the Insert Video From Web Site dialog box.

Answer: <https://biology-forums.com/index.php?topic=271251>

### Question 755

Match the following file extensions with their description:

- I. .rtf A. file format of a Web document
- II. .txt B. file format that retains structure and most formatting
- III. .docx C. file format of Microsoft Word 2010
- IV. .htm D. file format that retains only text, no formatting
- V. .pptx E. file format of Microsoft PowerPoint 2010

Answer: <https://biology-forums.com/index.php?topic=271114>

### Question 756

You use a(n) \_\_\_\_\_ control to display text or decorative elements on a form.

- A) bound
- B) unbound
- C) graphical
- D) freeform

Answer: <https://biology-forums.com/index.php?topic=270563>

### Question 757

\_\_\_\_\_ view is the three-pane PowerPoint default view.

Answer: <https://biology-forums.com/index.php?topic=271009>

### Question 758

Match the Word 2010 view with its description:

- I. Web Layout A. Word default view
- II. Draft B. hides the Ribbon
- III. Outline C. includes the ability to collapse or expand a document
- IV. Print Layout D. watermarks do not display in this view
- V. Full Screen Reading E. does not show graphics, footers, or headers

Answer: <https://biology-forums.com/index.php?topic=271343>

### Question 759

Before designing your own functions for a query, you can open the Built-in functions folder in \_\_\_\_\_ to see if the function is already available.

Answer: <https://biology-forums.com/index.php?topic=270521>

### Question 760

The lookup value

- A) is the argument in a function that identifies which lookup table column from which to return a value.
- B) looks in a horizontal table where the first row contains the values.
- C) is a reference to a cell containing a value to look up.
- D) is a range containing a lookup table.

Answer: <https://biology-forums.com/index.php?topic=270695>

### Question 761

If you click the insertion point within a document and click to insert a comment, what is assigned to the comment?

- A) The word immediately following the insertion point
- B) The word or object closest to the insertion point
- C) The sentence immediately prior to the insertion point
- D) The word immediately prior to the insertion point

Answer: <https://biology-forums.com/index.php?topic=271428>

### Question 762

It is more efficient to copy and use an existing query for a new query when

- A) the query criteria needed will be similar to the original query
- B) the query will be deleted after it is run
- C) the query criteria needed will be unique to the original query
- D) the query will be sorted alphabetically

Answer: <https://biology-forums.com/index.php?topic=270419>

### Question 763

To save a chart as a template, select the chart, click the \_\_\_\_\_ tab, and then click Save as Template in the Type group.

Answer: <https://biology-forums.com/index.php?topic=270786>

### Question 764

Match the following terms with their descriptions:

- I. ascending order A. process of arranging data
- II. descending order B. rules for constructing an equation
- III. syntax C. contains border, shading, and other enhancements
- IV. sorting D. Z to A
- V. table style E. A to Z

Answer: <https://biology-forums.com/index.php?topic=271571>

### Question 765

Match the function categories to their descriptions:

- I. Logical A. Tests such as AND, OR, and NOT
- II. Lookup & Reference B. Standard Math and trigonometry calculations
- III. Math & Trig C. Calculations such as averages and standard deviations
- IV. Statistical D. Manipulates text strings
- V. Text E. Looks up values in cells, creates links to cells, or provides references to cells

Answer: <https://biology-forums.com/index.php?topic=270732>

### Question 766

The \_\_\_\_\_ is located at the bottom of the window in Office 2010 and contains file information.

Answer: <https://biology-forums.com/index.php?topic=270940>

### Question 767

Press the \_\_\_\_\_ key during a presentation to see a list of slide show controls.

Answer: <https://biology-forums.com/index.php?topic=271026>

### Question 768

Match the range names to their descriptions:

- I. Tax\_Rate A. Acceptable name with underscore and numbers
- II. Commission Rate B. Unacceptable name; can't start with a number
- III. Discount Rate % C. Acceptable name with underscore
- IV. 2009\_Rate D. Unacceptable name; can't use special symbols and spaces
- V. Rate\_2012 E. Unacceptable name; can't use spaces in names

Answer: <https://biology-forums.com/index.php?topic=270739>

### Question 769

Craig is working in a database that stores homes for sale for a Realtor. The database contains a table called HomeListings which contains a field called ListingDate that holds the date that a home was listed. Craig is designing a query that will identify houses on the market for less than 30 days as new listings, and houses on the market 30 days or more as old listings. This information will be included in a query column called ListingAge. Which of the following expressions will achieve these results:

- A) ListingAge: IIf(Date-[HomeListings]![ListingDate]<30,"New Listing","Old Listing")
- B) ListingAge: IIf(Date-[HomeListings]![ListingDate]>30,"New Listing","Old Listing")
- C) ListingAge: IIf(Date-[HomeListings]![ListingDate] < 30, "Old Listing","New Listing")
- D) ListingAge: IIf(Date-[ListingDate]![HomeListings]<30,"New Listing","Old Listing")

Answer: <https://biology-forums.com/index.php?topic=270491>

### Question 770

A screen capture, also known as a(n) \_\_\_\_\_, can be created using Window 7's Snipping Tool.

Answer: <https://biology-forums.com/index.php?topic=271648>

### Question 771

A(n) \_\_\_\_\_ is a replica of a table or query's Datasheet view that maintains some form properties although the form is limited in design and control options?

- A) Multiple Items form
- B) Subform
- C) Split form
- D) Datasheet form

Answer: <https://biology-forums.com/index.php?topic=270539>

### Question 772

Compression where some data may be lost when decompressed is referred to as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271234>

### Question 773

Referencing the image above, what number represents the section that a page number would appear in the report?

- A) 1
- B) 2
- C) 3
- D) 4

Answer: <https://biology-forums.com/index.php?topic=270570>

### Question 774

A(n) \_\_\_\_\_ is the blank space on the left, right, top, and bottom sides of a document or worksheet.

Answer: <https://biology-forums.com/index.php?topic=270953>

### Question 775

A total row, which can be displayed as the last row in the Datasheet view of a table, provides a number of \_\_\_\_\_ functions that can be applied to columns of data.

- A) Aggregate
- B) DateTime
- C) Statistical
- D) PMT

Answer: <https://biology-forums.com/index.php?topic=270486>

### Question 776

When you turn on a computer and enter any username and password prompts that may be required, the \_\_\_\_\_ displays on the screen.

Answer: <https://biology-forums.com/index.php?topic=271634>

### Question 777

A \_\_\_\_\_ is the intersection of a column and a row.

Answer: <https://biology-forums.com/index.php?topic=270645>

### Question 778

Click the File tab and click Print to view the \_\_\_\_\_ settings and options for printing.

Answer: <https://biology-forums.com/index.php?topic=271332>

### Question 779

The \_\_\_\_\_ of a picture is the area to be removed with the Remove Background tool.

Answer: <https://biology-forums.com/index.php?topic=271237>

### Question 780

Which of the following is true about the NOT operator?

- A) The NOT operator returns records meeting any of the specified criteria
- B) The NOT operator returns records meeting all of the specified criteria
- C) The NOT operator does return any records
- D) The NOT operator returns all records except those that meet the specified criteria

Answer: <https://biology-forums.com/index.php?topic=270415>

### Question 781

A caption is descriptive text for all of the following EXCEPT:

- A) an outline.
- B) a figure.
- C) an image.
- D) a table.

Answer: <https://biology-forums.com/index.php?topic=271454>

### Question 782

Which Windows 7 feature aligns a window on the right or left side of the desktop when dragging the title bar of the window to the side?

- A) Aero Flip 3D
- B) Snip
- C) Snap
- D) Aero Peek

Answer: <https://biology-forums.com/index.php?topic=271610>

### Question 783

Sorting arranges records in a table

- A) by the number of pages in the worksheet.
- B) by the number of pages in the workbook.
- C) by the value in field(s) within a table.
- D) by permanently removing extraneous data.

Answer: <https://biology-forums.com/index.php?topic=270837>

### Question 784

The RATE

- A) is the periodic interest rate, such as a monthly interest rate.
- B) is the total number of payment periods.
- C) is a word or a string of characters that represent one or more cells.
- D) the present value of the loan.

Answer: <https://biology-forums.com/index.php?topic=270700>

### Question 785

Which of the following Word 2010 features reveals hidden data in a file?

- A) Document Properties
- B) Compatibility Checker
- C) Document Panel
- D) Document Inspector

Answer: <https://biology-forums.com/index.php?topic=271304>

### Question 786

Filtering the Last\_Name field to show only records that begin with the letter S is an application of a \_\_\_\_\_ Filter.

Answer: <https://biology-forums.com/index.php?topic=270874>

### Question 787

The SUM function

- A) identifies the midpoint value in a set of values.
- B) calculates the total of values contained in two or more cells.
- C) calculates the arithmetic mean or average of values in a range.
- D) displays the lowest value in a range.

Answer: <https://biology-forums.com/index.php?topic=270679>

### Question 788

A(n) \_\_\_\_\_ is a collection of fields that describe a person, place, object, event, or idea.

Answer: <https://biology-forums.com/index.php?topic=270356>

### Question 789

\_\_\_\_\_ an image is the process of trimming edges off of the image.

Answer: <https://biology-forums.com/index.php?topic=271410>

### Question 790

Which of the following does NOT create harmony and unity on slides?

- A) Repeat colors
- B) Use clip art in only one style
- C) Use photographs as well as clip art
- D) Repeat shapes

Answer: <https://biology-forums.com/index.php?topic=271074>

### Question 791

Which of the following is NOT an artistic effect available in PowerPoint 2010?

- A) Marker
- B) Pencil sketch
- C) Watercolor painting
- D) 3-D

Answer: <https://biology-forums.com/index.php?topic=271204>

### Question 792

To \_\_\_\_\_ a table into a range, click within the table, click the Table Tools Design tab and from the Tools group, select Convert to Range.

Answer: <https://biology-forums.com/index.php?topic=270868>

### Question 793

The form header section displays

- A) in the form's record source.
- B) at the bottom of the form.
- C) at the top of each form.
- D) at the top of each page.

Answer: <https://biology-forums.com/index.php?topic=270543>

### Question 794

A table of \_\_\_\_\_ is a list of captions within a document.

Answer: <https://biology-forums.com/index.php?topic=271486>

### Question 795

All folders in \_\_\_\_\_ are automatically included within an index in Windows 7.

Answer: <https://biology-forums.com/index.php?topic=271654>

### Question 796

A trendline

- A) is a line used to depict trends and forecast future data.
- B) is text that describes a collection of data points in a chart.
- C) is a group of related data points.
- D) displays data comparisons vertically in columns.

Answer: <https://biology-forums.com/index.php?topic=270779>

### Question 797

\_\_\_\_\_ is duplication of data stored in two or more tables.

Answer: <https://biology-forums.com/index.php?topic=270450>

### Question 798

If a formula contains a reference to the cell containing the formula a \_\_\_\_\_ reference exists.

Answer: <https://biology-forums.com/index.php?topic=270710>

### Question 799

Aggregate functions are most commonly used in all of the following Access objects EXCEPT:

- A) Tables
- B) Queries
- C) Forms
- D) Macros

Answer: <https://biology-forums.com/index.php?topic=270469>

### Question 800

The converter needed by Word 97-2003 programs to open Word 2010 files is known as the:

- A) AutoRecover.
- B) Converter.
- C) Compatibility Checker.
- D) Compatibility Pack.

Answer: <https://biology-forums.com/index.php?topic=271301>

### Question 801

\_\_\_\_\_ is a single spreadsheet that can contain formulas, functions, values, text and visual aids.

Answer: <https://biology-forums.com/index.php?topic=270636>

### Question 802

When entering text in the Text pane of a SmartArt design and you want to increase the indent level, press:

- A) Tab
- B) Enter
- C) Shift+Tab
- D) Alt+Tab

Answer: <https://biology-forums.com/index.php?topic=271134>

### Question 803

Which of the following is NOT part of the Edit Photo Album dialog box?

- A) Contrast
- B) Sharpness
- C) Rotate
- D) Preview

Answer: <https://biology-forums.com/index.php?topic=271231>

### Question 804

Unless you specify a style for a document, Word uses the \_\_\_\_\_ style.

- A) Custom
- B) Default
- C) New
- D) Normal

Answer: <https://biology-forums.com/index.php?topic=271374>

### Question 805

If you \_\_\_\_\_ a chart on the same sheet as the data source, you need to decide if you want to print the data only, the data and the chart, or the chart only.

Answer: <https://biology-forums.com/index.php?topic=270794>

### Question 806

A chart sheet

- A) is a label that describes the chart.
- B) enables you to adjust the size of the chart.
- C) contains a single chart and no spreadsheet data.
- D) is a miniature chart contained in a single cell.

Answer: <https://biology-forums.com/index.php?topic=270768>

### Question 807

How do you retain the original height and width proportion of a clip art object?

- A) Click the Lock aspect ratio check box
- B) Click the Retain Shape check box
- C) Click the Lock Ratio button
- D) You can only retain the original height and width manually

Answer: <https://biology-forums.com/index.php?topic=271147>

### Question 808

Which of the following would be the best choice for a primary key?

- A) First Name
- B) Last Name
- C) Social Security Number
- D) Street Address

Answer: <https://biology-forums.com/index.php?topic=270397>

### Question 809

Match the following terms to their descriptions:

- I. A print area A. is a complete set of data for an entity
- II. Print order B. rows and columns of data formatted to enable data management and analysis
- III. A table C. defines the range of data to print
- IV. A field D. is the sequence in which pages print
- V. A record E. an individual piece of data, such as a last name

Answer: <https://biology-forums.com/index.php?topic=270884>

### Question 810

What year was Windows 7 available on most new microcomputer systems?

- A) 2007
- B) 2008
- C) 2009
- D) 2010

Answer: <https://biology-forums.com/index.php?topic=271574>

### Question 811

Match the following terms with their descriptions:

- I. table A. vertical space in a table
- II. cell B. intersection of a column and a row
- III. row height C. horizontal space in a table
- IV. column width D. selects the entire table



V. Table Move handle E. series of columns and rows

Answer: <https://biology-forums.com/index.php?topic=271565>

### Question 812

The \_\_\_\_\_ Checker feature in Word 2010 enables you to check if there are features that are not supported by Word 97-2003 versions.

Answer: <https://biology-forums.com/index.php?topic=271331>

### Question 813

To sort the order of records in a form, you need to open the form in

- A) Tabular View
- B) Form View
- C) Design View
- D) Print Preview

Answer: <https://biology-forums.com/index.php?topic=270553>

### Question 814

What happens to the background when you print a slide show in Grayscale?

- A) The background prints in shades of gray.
- B) The background will only print in black and white, no shades will be included.
- C) The background will not print.
- D) An error message occurs.

Answer: <https://biology-forums.com/index.php?topic=271001>

### Question 815

The COUNTBLANK function

- A) tallies the number of blank cells in a range.
- B) displays the current date and time.
- C) displays the current date.
- D) tallies the number of cells in a range that are not empty.

Answer: <https://biology-forums.com/index.php?topic=270685>

### Question 816

Dot \_\_\_\_\_ are dot characters that display on the left side of a tab and serve to draw the reader's eye across the page to the information at the tab stop.

Answer: <https://biology-forums.com/index.php?topic=271398>

### Question 817

The \_\_\_\_\_ determines what field values are allowed and what other properties the field will have.

- A) identity
- B) attribute
- C) record type
- D) data type

Answer: <https://biology-forums.com/index.php?topic=270424>

### Question 818

Previewing the worksheet in \_\_\_\_\_ view enables you to adjust print settings.

Answer: <https://biology-forums.com/index.php?topic=270861>

### Question 819

Match the following features of a dialog box to each of their purposes:

- I. option button A. mutually exclusive choices
- II. check box B. enables the user to enter specific information
- III. list box C. quick method of increasing/decreasing a setting
- IV. spin arrow D. used if choices are not mutually exclusive
- V. text box E. displays all or some of the available choices

Answer: <https://biology-forums.com/index.php?topic=271661>

### Question 820

Unless you have intentionally changed the option, most documents you work with will consist of \_\_\_\_\_ section(s).

- A) one
- B) two
- C) three
- D) ten

Answer: <https://biology-forums.com/index.php?topic=271289>

### Question 821

What happens the first time you convert a Word 2003 or earlier file?

- A) It will convert the file and change the file extension to .docx.
- B) It will convert the file, remove the Compatibility Mode designator, and change the file extension .docx.
- C) It will convert the file, remove the Compatibility Mode designator, and retain the file extension to .doc.
- D) The Compatibility Mode designator will be retained as will the .doc file extension.

Answer: <https://biology-forums.com/index.php?topic=271302>

### Question 822

Which of the following is NOT required of your computer for creating narration for a slide show?

- A) Speakers
- B) A sound card
- C) A microphone
- D) A DVD player

Answer: <https://biology-forums.com/index.php?topic=271219>

### Question 823

The Step by Step Mail Merge \_\_\_\_\_ makes the process of creating a mail merge document easier.

Answer: <https://biology-forums.com/index.php?topic=271559>

### Question 824

What do kelvin units refer to?

- A) The sharpness of an image
- B) The degree of contrast of a picture
- C) The brightness of a picture
- D) The tone or temperature of a color

Answer: <https://biology-forums.com/index.php?topic=271199>

### Question 825

A \_\_\_\_\_ row appears as the last row of a table to display summary statistics, such as a sum.

Answer: <https://biology-forums.com/index.php?topic=270876>

### Question 826

Foreign language characters can be entered in a document with the \_\_\_\_\_ command.

- A) Symbol
- B) Typeface
- C) Type style
- D) Character style

Answer: <https://biology-forums.com/index.php?topic=271387>

### Question 827

A(n) \_\_\_\_\_ is a visual plan of a presentation that helps in planning the direction of your presentation.

Answer: <https://biology-forums.com/index.php?topic=271011>

### Question 828

When you need to alter a report's appearance but do not need to see or edit underlying data, you can use \_\_\_\_\_ view.

Answer: <https://biology-forums.com/index.php?topic=270596>

### Question 829

Adjusting the \_\_\_\_\_ lightens and darkens an overall graphic object.

Answer: <https://biology-forums.com/index.php?topic=271411>

### Question 830

A \_\_\_\_\_ relationship requires a table called a junction table.

Answer: <https://biology-forums.com/index.php?topic=270459>

### Question 831

Match the following terms to their meanings:

- I. A chart title A. the value or name of a data point
- II. An axis title B. a label that describes either the category axis or the value axis
- III. A data label C. a label that describes the chart
- IV. A gridline D. a line used to depict trends and forecast future data
- V. A trendline E. a line that extends from the horizontal or vertical axis through the plot area

Answer: <https://biology-forums.com/index.php?topic=270814>

### Question 832

A(n) \_\_\_\_\_ is an object, such as an oval or an arrow, inserted onto a slide.

Answer: <https://biology-forums.com/index.php?topic=271157>

### Question 833

All of the following are true in reference to built-in functions EXCEPT:

- A) A function produces a result based on variable inputs known as arguments.
- B) You can use Expression Builder to find out if a built-in function exists in Access.
- C) Built-in functions can only perform calculations on numeric data.
- D) Built-in functions work the same in Access as they do in Excel.

Answer: <https://biology-forums.com/index.php?topic=270483>

### Question 834

Which of the following is NOT an example of an Access object?

- A) Query
- B) Sort
- C) Report
- D) Table

Answer: <https://biology-forums.com/index.php?topic=270323>

### Question 835

A \_\_\_\_\_ name is a word or string of characters that represent one or more cells.

Answer: <https://biology-forums.com/index.php?topic=270729>

### Question 836

Templates that you have recently used are located in the \_\_\_\_\_.

- A) Sample templates folder
- B) Office.com Templates category
- C) My Templates folder
- D) Home category

Answer: <https://biology-forums.com/index.php?topic=271044>

### Question 837

Match the following terms to their meanings:

- I. Active cell A. Numbers that represent a quantity used for calculations in excel
- II. Sheet tab B. A combination of cell references, operators, values, and/or functions to perform a calculation
- III. Text C. Any combination of letters, numbers, symbols
- IV. A value D. Used to switch to another sheet in the workbook
- V. Formula E. The current cell, containing the insertions point

Answer: <https://biology-forums.com/index.php?topic=270662>

### Question 838

The \_\_\_\_\_ view displays a structural view of a document that can be collapsed or expanded.

Answer: <https://biology-forums.com/index.php?topic=271405>

### Question 839

The Angle \_\_\_\_\_ includes background shapes to create the design.

Answer: <https://biology-forums.com/index.php?topic=271104>

### Question 840

What happens if you are in the last cell of a table and press the Tab key?

- A) A new row is created.
- B) Nothing. You will remain in that cell.
- C) You return to the first cell in the first row.
- D) A new column is created and the cursor moves to that new column.

Answer: <https://biology-forums.com/index.php?topic=271501>

### Question 841

Arranging table data from Z to A is \_\_\_\_\_ order.

Answer: <https://biology-forums.com/index.php?topic=271553>

### Question 842

The \_\_\_\_\_ is a field or collection of fields whose values uniquely identify each record in a table.

Answer: <https://biology-forums.com/index.php?topic=270358>

### Question 843

Match the following data management projects to the software best suited to carry out the project. Each answer may be chosen more than once.

- I. A restaurant needs to manage a list of vendors, sales invoices, and inventory A. Access
- II. A college student needs to manage a list of their monthly expenditures B. Excel
- III. An accountant needs to display regional sales figures in a pie chart
- IV. A teacher needs to manage a list of students, their grades, their major, and their contact information
- V. A consultant needs to keep track of his hours worked on a project.

Answer: <https://biology-forums.com/index.php?topic=270385>

### Question 844

A total row appears as the last row of a table to

- A) highlight or emphasize cells that meet certain conditions.
- B) format cells based upon their value in reference to the value of other cells.
- C) tag a table element as a reference in a formula.
- D) display summary statistics, such as a sum.

Answer: <https://biology-forums.com/index.php?topic=270846>

### Question 845

When in \_\_\_\_\_ view, double-click a footnote or endnote reference mark to open the Footnotes or Endnotes pane in order to edit the note.

- A) Draft
- B) Print Layout
- C) Full Screen Reading
- D) Outline

Answer: <https://biology-forums.com/index.php?topic=271444>

### Question 846

Jose is working on a database that stores stock information. He needs to design a field that will allow a user to connect to a graph created in Excel.

The data type he should apply to this field is:

- A) OLE
- B) Number

- C) Text
- D) Memo

Answer: <https://biology-forums.com/index.php?topic=270399>

### Question 847

The Help and Support home button in the Windows Help and Search function in Windows 7 resembles a(n):

- A) book.
- B) house.
- C) question mark.
- D) adult helping a child with a book.

Answer: <https://biology-forums.com/index.php?topic=271629>

### Question 848

Which of the following statements is NOT true regarding a Form's design view?

- A) Design view is used to make advanced changes to a form
- B) You can perform many of the same tasks in Design view as you can in Layout view
- C) Changes to the form sections can only be made in Design view
- D) Record source data is shown in Design view

Answer: <https://biology-forums.com/index.php?topic=270544>

### Question 849

Which of the following are vertical bars that display to specify the line that contains revision marks?

- A) Revision marks
- B) Changed lines
- C) Show Markup
- D) Comments

Answer: <https://biology-forums.com/index.php?topic=271430>

### Question 850

Each column in a table

- A) needs to be converted to a Range
- B) represents a record.
- C) is a complete set of data for an entity.
- D) represents a Field which can contain an individual piece of data for a record.

Answer: <https://biology-forums.com/index.php?topic=270826>

### Question 851

Copyrighted work that the owner gives free use to reproduce and duplicate is referred to as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271245>

### Question 852

Which of the following statements about objects is TRUE in regard to Office 2010?

- A) You must download any clip art image you want to use since Office installation does not include clip art.
- B) The Clip Art task pane allows you to search for only certain types of images.
- C) Clicking the Home tab and the Insert button will allow you to insert objects into a document.
- D) Search results cannot be limited to only search for particular types of media.

Answer: <https://biology-forums.com/index.php?topic=270924>

### Question 853

Match the function categories to their descriptions:

- I. Database A. Provides information about the contents of a cell.
- II. Date & Time B. Analyzes data stored in a database format Excel and returns key values.
- III. Engineering C. Provides methods for manipulating date and time values.
- IV. Financial D. Calculates values used by engineers such as value conversions.
- V. Information E. Performs financial calculations such as payments, rates, and present value.

Answer: <https://biology-forums.com/index.php?topic=270731>

### Question 854

A data point

- A) is a numeric value that describes a single value on a chart.
- B) is a group of related data points.
- C) displays data comparisons vertically in columns.
- D) is text that describes a collection of data points in a chart.

Answer: <https://biology-forums.com/index.php?topic=270741>

### Question 855

Match the following descriptions to their correct term:

- I. a note about the content of a document A. markup balloon
- II. displays comments and changes made to a document B. Reviewing Pane
- III. inserts revision marks and shows additions, deletions, and formatting changes C. Revision marks
- IV. colored circles that display in the margins D. Track Changes
- V. indicates where text is added, deleted, or formatting changed in Track Changes E. comment

Answer: <https://biology-forums.com/index.php?topic=271488>

### Question 856

Access contains \_\_\_\_\_ that perform routine calculations.

- A) Identifiers
- B) Built-in Functions
- C) Operators
- D) Constants

Answer: <https://biology-forums.com/index.php?topic=270471>

### Question 857

Match the following terms with their descriptions:

- I. Borders A. single, double, triple, wavy
- II. Shading B. position of the table between the left and right margins
- III. Table style C. similar to the Highlight feature
- IV. Table alignment D. degree of rotation in which text displays
- V. Text direction E. contains borders, shading, and other attributes

Answer: <https://biology-forums.com/index.php?topic=271566>

### Question 858

Tables, queries, reports, and forms are all examples of \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270365>

### Question 859

Which of the following is NOT an option from the Add Shape arrow in the Create Graphic group?

- A) Add Shape Below
- B) Add Shape to the Right
- C) Add Shape After
- D) Add Shape Above

Answer: <https://biology-forums.com/index.php?topic=271136>

### Question 860

Match the following features with the dialog box where they are accessible:

- I. mix hues based on the RGB model A. Choose a SmartArt Graphic dialog box
- II. view the array of gradient options B. Grids and Guides dialog box
- III. create a Cycle diagram C. Format Picture dialog box
- IV. set the Snap to feature D. Format Shape dialog box
- V. view more fill textures E. Colors dialog box

Answer: <https://biology-forums.com/index.php?topic=271191>

### Question 861

If you're unable to apply a theme for the background of a photo album, click the \_\_\_\_\_ tab and select a theme from the gallery.

- A) Insert
- B) Home
- C) Slide Show
- D) Design

Answer: <https://biology-forums.com/index.php?topic=271226>

### Question 862

The form Layout view can be used for all of the following EXCEPT

- A) adding or removing a field.
- B) changing the order of fields.
- C) adding a calculated field.
- D) changing the width of a field.

Answer: <https://biology-forums.com/index.php?topic=270552>

### Question 863

Click the \_\_\_\_\_ tab to add a video to a slide.

Answer: <https://biology-forums.com/index.php?topic=271250>

### Question 864

Referencing the image above, what number represents the section where a comprehensive total value would appear in the report?

- A) 1
- B) 2
- C) 3
- D) 4

Answer: <https://biology-forums.com/index.php?topic=270574>

### Question 865

Which of the following feature of a dialog box offers a mutually exclusive choice?

- A) Check box
- B) Option button
- C) List box
- D) Text box

Answer: <https://biology-forums.com/index.php?topic=271609>

### Question 866

The Table Style \_\_\_\_\_ group contains check boxes to select format actions.

Answer: <https://biology-forums.com/index.php?topic=270870>

### Question 867

What is a quick, easy way to flip an object?

- A) Double-click a side sizing handle
- B) Right-click a side sizing handle and select Flip
- C) Triple-click the image
- D) Drag one of the side sizing handles over the opposite side

Answer: <https://biology-forums.com/index.php?topic=271150>

### Question 868

An \_\_\_\_\_ area is a range of cells containing values for variables used in formulas.

Answer: <https://biology-forums.com/index.php?topic=270638>

### Question 869

When you paste copied data, Excel displays the Paste Options button

- A) in the status bar at the left of the screen.
- B) in the next set of nonadjacent ranges.
- C) on the toolbar.
- D) in the bottom right corner of the pasted data.

Answer: <https://biology-forums.com/index.php?topic=270627>

### Question 870

Click the \_\_\_\_\_ tab to continue audio over multiple slides in a presentation.

- A) Animations
- B) Format
- C) Playback
- D) Insert

Answer: <https://biology-forums.com/index.php?topic=271222>

### Question 871

If you want to insert a different header or footer midway in a document, you need to insert a \_\_\_\_\_.

- A) hard page break
- B) section break
- C) hard return
- D) second header or footer

Answer: <https://biology-forums.com/index.php?topic=271288>

### Question 872

Which of the following statements is true about data types and delimiters?

- A) Numeric fields require quotation marks as delimiters
- B) Text fields require pound signs as delimiters
- C) Different data types require different delimiters
- D) Different data types use the same delimiters

Answer: <https://biology-forums.com/index.php?topic=270428>

### Question 873

The \_\_\_\_\_ feature in PowerPoint 2010 helps you line up shapes and objects.

- A) Rotate
- B) Align
- C) Distribute
- D) Guide

Answer: <https://biology-forums.com/index.php?topic=271154>

### Question 874

Appear, Fade, Fly In, and Swivel are all types of:

- A) transitions.
- B) themes.
- C) animations.
- D) templates.

Answer: <https://biology-forums.com/index.php?topic=270991>

### Question 875

Which of the following is NOT available as part of the Album Layout section of the Photo Album dialog box?

- A) Rotate photos
- B) Layout for the album pages
- C) Frame shapes
- D) Apply a theme

Answer: <https://biology-forums.com/index.php?topic=271232>

### Question 876

Which field property type should be used to enter a predefined value into a field when most of the records will have the same value?

- A) Input Mask
- B) Default Value
- C) Validation Rule
- D) Validation Text

Answer: <https://biology-forums.com/index.php?topic=270402>

### Question 877



When you insert a picture into a placeholder on a slide, all of the following are true EXCEPT:

- A) a portion of the photo may be cropped.
- B) the picture is centered within the placeholder.
- C) the placeholder size automatically adjusts to fit the height and width of the photo.
- D) the picture may be automatically adjusted to fit the placeholder.

Answer: <https://biology-forums.com/index.php?topic=271196>

### Question 878

How do icons appear on the desktop if Auto Arrange icons is selected?

- A) Icons are arranged alphabetically across the top of the desktop.
- B) Icons are arranged by frequency of use in two columns.
- C) Icons are maintained in three rows in alphabetical order.
- D) Icons are maintained in straight columns and cannot be moved out of line.

Answer: <https://biology-forums.com/index.php?topic=271577>

### Question 879

The \_\_\_\_\_ wrapping style permits text to wrap around a graphic frame that surrounds the image.

Answer: <https://biology-forums.com/index.php?topic=271408>

### Question 880

The two types of special indentation styles are first line and \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271402>

### Question 881

Jenna is working on a database that stores a company's invoices. The database includes a Table called Invoices, which has a column called outBalances that shows all outstanding balances. Jenna's boss has asked her to design a query that calculates the numerical mean of all outstanding balances. Which function should Jenna use on the outBalances column to help her complete this task?

- A) Avg
- B) Sum
- C) Count
- D) Max

Answer: <https://biology-forums.com/index.php?topic=270479>

### Question 882

If you make a grammatical error in a Word 2010 document, for example, you:

- A) should add it to the dictionary so it will not appear again.
- B) will be offered an option for correcting the error.
- C) will see a red wavy underline indicating the error.
- D) will see a blue underline indicating the error.

Answer: <https://biology-forums.com/index.php?topic=270927>

### Question 883

A saved search is displayed in the \_\_\_\_\_ section of the Computer window.

Answer: <https://biology-forums.com/index.php?topic=271655>

### Question 884

The \_\_\_\_\_ allows you to quickly and easily copy formatting from one area of a document to another.

Answer: <https://biology-forums.com/index.php?topic=270948>

### Question 885

Which of the following is NOT a handout printing option?

- A) One
- B) Two
- C) Six
- D) All

Answer: <https://biology-forums.com/index.php?topic=271003>

### Question 886

\_\_\_\_\_ formatting highlights or emphasizes cells that meet certain conditions.

Answer: <https://biology-forums.com/index.php?topic=270877>

### Question 887

Match the following features or parts of Office 2010 to their description:

- I. contextual tab A. easy access to formatting commands
- II. Mini toolbar B. contains groups of commands related to a specific, selected object
- III. title bar C. set of selections when you click a More button
- IV. gallery D. contains information relative to the open file
- V. status bar E. includes file name and application

Answer: <https://biology-forums.com/index.php?topic=270963>

### Question 888

After clicking the File tab to open a template, click the \_\_\_\_\_ button.

Answer: <https://biology-forums.com/index.php?topic=271083>

### Question 889

A chart

- A) is a group of related data points.
- B) is a visual representation of numerical data.
- C) is a numeric value that describes a single value on a chart.
- D) is text that describes a collection of data points in a chart.

Answer: <https://biology-forums.com/index.php?topic=270740>

### Question 890

The PMT function

- A) is the periodic interest rate, such as a monthly interest rate.
- B) is the total number of payment periods.
- C) is the present value of a loan.
- D) calculates the periodic payment for a loan with a fixed interest rate and fixed term.

Answer: <https://biology-forums.com/index.php?topic=270699>

### Question 891

Which of the following is FALSE about the video editing tools in PowerPoint?

- A) If you use the Start and End markers for timing, you view the video as you make changes.
- B) Videos can be faded in and faded out.
- C) Videos can be muted.
- D) Videos can only be started with a click of the mouse.

Answer: <https://biology-forums.com/index.php?topic=271214>

### Question 892

Before creating a sparkline, identify what \_\_\_\_\_ you want to depict and where you want to place it.

Answer: <https://biology-forums.com/index.php?topic=270795>

### Question 893

In addition to selecting an entire entry field to delete from a table of authorities, what also must be selected?

- A) The braces { }
- B) The brackets [ ]
- C) The parenthesis ( )
- D) The quotations marks " "

Answer: <https://biology-forums.com/index.php?topic=271458>

### Question 894

Match the following shortcut actions to the selection in Word or PowerPoint:

- I. Double-click A. a sentence
- II. Triple-click B. a paragraph
- III. Press and hold Ctrl while you click to select C. one character to the right
- IV. Press and hold Shift while you press the right

arrow key D. entire document  
V. Press and hold Ctrl while you press the letter A E. a word  
Answer: <https://biology-forums.com/index.php?topic=270960>

### Question 895

Excel displays a green arrow in the top left corner of a cell if it detects a  
A) cell reference or a value.  
B) rule that governs components of functions.  
C) potential error.  
D) predefined formula that performs a calculation.  
Answer: <https://biology-forums.com/index.php?topic=270676>

### Question 896

\_\_\_\_\_ changes the appearance of a field containing a date without affecting the data the field contains.  
Answer: <https://biology-forums.com/index.php?topic=270513>

### Question 897

As in other Microsoft Office programs, the Cut, Copy, and Paste commands are on the \_\_\_\_\_ tab.  
Answer: <https://biology-forums.com/index.php?topic=271087>

### Question 898

To remove duplicate records (rows),  
A) select any cell in the table, then click Remove Duplicates from the Tools group on the Table Tools Design tab.  
B) click the Remove tab and then Duplicate in the Records group.  
C) click in a cell and on the Home tab, click the Remove arrow in the Cells group.  
D) convert it to a Range.  
Answer: <https://biology-forums.com/index.php?topic=270832>

### Question 899

The \_\_\_\_\_ bar displays the contents of the active cell.  
Answer: <https://biology-forums.com/index.php?topic=270642>

### Question 900

Horizontal Alignment (as it applies to Excel)  
A) refers to the up-down position of contents in a cell.  
B) removes the vertical lines running through the data.  
C) puts a line horizontally through the data.  
D) refers to the left-right position of contents in a cell.  
Answer: <https://biology-forums.com/index.php?topic=270629>

### Question 901

Match the following terms with their descriptions:  
I. filter A. also known as the source or starting document  
II. database table B. contains individual pieces of data  
III. main document C. steps which ask questions to make the process easier  
IV. wizard D. specifies criteria for including records in a merge  
V. data source E. collection of related records that contain fields  
Answer: <https://biology-forums.com/index.php?topic=271570>

### Question 902

Which of the following is implemented at the section level in a document?  
A) Tabs  
B) Page numbering  
C) Line spacing  
D) Indents  
Answer: <https://biology-forums.com/index.php?topic=271369>

### Question 903

Access differs from other Microsoft software because it:

- A) works primarily from memory.
- B) works primarily from storage.
- C) does not save your work as soon as changes are made.
- D) does not allow more than one user to work on a file at a time.

Answer: <https://biology-forums.com/index.php?topic=270322>

### Question 904

A(n) \_\_\_\_\_ copy of a file or folder should be copied to another drive in case the original drive is damaged or the data is lost for some reason.

Answer: <https://biology-forums.com/index.php?topic=270936>

### Question 905

To insert the current date into an active cell use

- A) F4.
- B) Ctrl + Alt + Delete.
- C) The Ctrl + D key combination.
- D) The Ctrl and semicolon key combination.

Answer: <https://biology-forums.com/index.php?topic=270614>

### Question 906

In regard to spelling and grammar in Office 2010, it is important to know that, in general,:

- A) you turn on the Spelling and Grammar features in all applications.
- B) only a small selection of words will be checked as you type; the rest must be accessed through the Spelling and Grammar features.
- C) all Office applications check your spelling and grammar as you type.
- D) Word and PowerPoint check spelling and grammar as you type; Access and Excel do not.

Answer: <https://biology-forums.com/index.php?topic=270926>

### Question 907

Variables that are needed to produce the output for a function in a calculated field are called \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270504>

### Question 908

Which of the following is TRUE about a pinned program?

- A) It becomes a permanent selection on the right side of the taskbar.
- B) A pinned program always shows in the Notification area.
- C) A program can be pinned to either the Start menu, the taskbar, or both.
- D) You can pin a program directly from the taskbar to the Start menu.

Answer: <https://biology-forums.com/index.php?topic=271578>

### Question 909

A column chart

- A) displays data comparisons vertically in columns.
- B) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
- C) contains graphical representation of values in data series.
- D) contains the entire chart and all of its elements.

Answer: <https://biology-forums.com/index.php?topic=270744>

### Question 910

Microsoft \_\_\_\_\_ is most appropriate to use to create memo for use in a business.

- A) Word
- B) Excel
- C) PowerPoint
- D) Access

Answer: <https://biology-forums.com/index.php?topic=270902>

### Question 911

Showing white space between pages while in Print Layout view is a function of the \_\_\_\_\_ menu category in Word Options.

- A) General
- B) Proofing
- C) Advanced

D) Display

Answer: <https://biology-forums.com/index.php?topic=271285>

### Question 912

All revisions in a Word document fall into one of two categories: \_\_\_\_\_ and deletions.

Answer: <https://biology-forums.com/index.php?topic=271472>

### Question 913

A(n) \_\_\_\_\_ is a note or annotation that someone writes and includes about the content of an existing document.

Answer: <https://biology-forums.com/index.php?topic=271464>

### Question 914

The \_\_\_\_\_ key can be used to move the insertion point from one cell of a table to the next.

- A) Insert
- B) Tab
- C) F2
- D) Enter

Answer: <https://biology-forums.com/index.php?topic=270987>

### Question 915

Of the following, only a \_\_\_\_\_ cannot be added as a favorite in Windows Explorer.

- A) library
- B) folder
- C) search
- D) file

Answer: <https://biology-forums.com/index.php?topic=270894>

### Question 916

\_\_\_\_\_ can most accurately be described as the command center of Office 2010.

- A) The status bar
- B) The Quick Access Toolbar
- C) Backstage
- D) The Ribbon

Answer: <https://biology-forums.com/index.php?topic=270905>

### Question 917

Which of the following statements is FALSE about the status bar in Office 2010?

- A) The status bar is located at the bottom of the Office 2010 window.
- B) Contents viewable on the status bar are standard in all Office applications.
- C) Slide number and total slide information is displayed in PowerPoint.
- D) Summary information is displayed in Excel.

Answer: <https://biology-forums.com/index.php?topic=270907>

### Question 918

All of the following are arguments of the built-in PMT function EXCEPT:

- A) Rate
- B) Present value
- C) Future value
- D) Loan payment

Answer: <https://biology-forums.com/index.php?topic=270464>

### Question 919

The two ways of displaying revisions by reviewers are \_\_\_\_\_ showing Markup or as \_\_\_\_\_ Showing Markup.

- A) First; Revised
- B) New; Last
- C) Original; Revised
- D) Original; Final

Answer: <https://biology-forums.com/index.php?topic=271434>

### Question 920

Rich is working on a database that stores a list of vendors and price quotes for a remodeling project. If Rich wanted to create a query to find the least expensive price quote, he should use the \_\_\_\_\_ function on the column containing the price quotes.

- A) Avg
- B) Min
- C) Max
- D) Count

Answer: <https://biology-forums.com/index.php?topic=270480>

### Question 921

The Text pane of a SmartArt diagram is most similar to a(n):

- A) outline.
- B) text box.
- C) Word document.
- D) shape.

Answer: <https://biology-forums.com/index.php?topic=271135>

### Question 922

The \_\_\_\_\_ toolbar provides a quick way to format text in Office 2010.

Answer: <https://biology-forums.com/index.php?topic=270944>

### Question 923

Match the PowerPoint 2010 feature to its description:

- I. Snap to A. create a diagram which includes text
- II. Align B. create numerous styles of arrows using points, circles, and diamonds
- III. SmartArt C. forces an object to align with the grid
- IV. Shape Outline D. change any shape to a different shape
- V. Edit Shape E. line up shapes and objects

Answer: <https://biology-forums.com/index.php?topic=271189>

### Question 924

Filtering the Date column (field) to show only records older than January 2001 is an application of

- A) a Number Filter.
- B) a Date Filter.
- C) use of a table element as a formula.
- D) a Text Filter.

Answer: <https://biology-forums.com/index.php?topic=270843>

### Question 925

Match each function with the value it returns:

- I. If A. Returns the current system date
- II. DatePart B. Returns a specified portion of a date
- III. DateDiff C. Returns a monthly loan payment
- IV. Date D. Returns one value when a condition is true and another value when a condition false
- V. PMT E. Returns the amount of time elapsed between two dates

Answer: <https://biology-forums.com/index.php?topic=270534>

### Question 926

A(n) \_\_\_\_\_ holds content, such as a title, subtitle, or an image.

Answer: <https://biology-forums.com/index.php?topic=271014>

### Question 927

Which of the following is TRUE about a data source file in the final steps of the merge process?

- A) A data source can be used only one time.
- B) A data source can be filtered prior to merging.
- C) A one page list can be generated from a data source with the Envelopes command.

D) A data source file cannot be used to create multiple sets of form documents.

Answer: <https://biology-forums.com/index.php?topic=271535>

### Question 928

After inserting a table in a document, what two contextual tabs appear when the table is selected?

- A) Page Layout and Table Layout
- B) Table Tools and Table Layout
- C) Table Tools Design and Table Tools Layout
- D) Table Design and Table Layout

Answer: <https://biology-forums.com/index.php?topic=271498>

### Question 929

How does watermark text usually display in a document?

- A) As very light, washed-out text
- B) In the footer or header
- C) As bright, bolded text
- D) As text around the perimeter of the document

Answer: <https://biology-forums.com/index.php?topic=271296>

### Question 930

What key can be pressed to constrain a shape?

- A) Ctrl
- B) Shift
- C) Tab
- D) Alt

Answer: <https://biology-forums.com/index.php?topic=271123>

### Question 931

An area chart

- A) shows the high, low, and close prices for individual stocks over time.
- B) trends using two dimensions on a continuous curve.
- C) emphasizes magnitude of changes over time by filling in the space between lines with a color.
- D) shows a relationship between two variables.

Answer: <https://biology-forums.com/index.php?topic=270762>

### Question 932

Jim is working in a database that contains inventory for an electronics wholesaler. He wants to create a form that will enable him to view many records at one time in the form. He can use a Datasheet or a(n) \_\_\_\_\_ form for this purpose.

Answer: <https://biology-forums.com/index.php?topic=270598>

### Question 933

\_\_\_\_\_ orientation is a page displayed or printed that is wider than it is tall.

Answer: <https://biology-forums.com/index.php?topic=270955>

### Question 934

The category axis

- A) compares two or more sets of data in one chart.
- B) compares values for one set of data.
- C) displays descriptive group names or labels, such as college names or cities, to identify data.
- D) displays incremental values to identify the values of the data series.

Answer: <https://biology-forums.com/index.php?topic=270749>

### Question 935

\_\_\_\_\_ enables a user to continuously type without pressing Enter at the end of lines in a document.

Answer: <https://biology-forums.com/index.php?topic=271314>

### Question 936

In Excel 2010, Dataset

- A) indicates where data starts on a new printed page.

- B) is a collection of structured, related data in columns and rows.  
C) is freezing rows to keep them visible.  
D) is freezing panes to keep them visible.

Answer: <https://biology-forums.com/index.php?topic=270816>

### Question 937

An axis title

- A) is a line used to depict trends and forecast future data.  
B) is the value or name of a data point.  
C) is a label that describes either the category axis or the value axis.  
D) is a horizontal or vertical line that extends from the horizontal or vertical axis through the plot area.

Answer: <https://biology-forums.com/index.php?topic=270776>

### Question 938

$A2+A3$  is not a formula because the \_\_\_\_\_ sign is missing.

Answer: <https://biology-forums.com/index.php?topic=270655>

### Question 939

According to the order of operations, expressions in \_\_\_\_\_ are calculated first.

Answer: <https://biology-forums.com/index.php?topic=270520>

### Question 940

What do you use to preview more than one page at a time prior to printing?

- A) Click the number of pages you want to preview under the Settings area  
B) Click the number of pages you want to preview  
C) Click Home tab, click Print Preview, and choose the number of pages to preview  
D) Use the zoom slider or Zoom to Page setting

Answer: <https://biology-forums.com/index.php?topic=271306>

### Question 941

In design, empty space on a slide is known as \_\_\_\_\_ space.

Answer: <https://biology-forums.com/index.php?topic=271097>

### Question 942

The \_\_\_\_\_ is the number of payments over the life of a loan.

Answer: <https://biology-forums.com/index.php?topic=270727>

### Question 943

Column width

- A) is adjustable so you can display more or less characters in a column.  
B) is not adjustable so keep the formulas as short as possible.  
C) always switches back to default.  
D) is best left unchanged unless you absolutely have to.

Answer: <https://biology-forums.com/index.php?topic=270619>

### Question 944

When you select a Sample template option, what templates are you looking at?

- A) Templates created by Microsoft and located at the Microsoft Online.com Web site  
B) Templates created by a member of the Microsoft community  
C) Templates installed with PowerPoint 2010  
D) Templates created by a Microsoft partner on the Microsoft Online.com Web site

Answer: <https://biology-forums.com/index.php?topic=271043>

### Question 945

Which of the following is NOT a type of section break in Word 2010?

- A) Last Page  
B) Even Page  
C) Continuous  
D) Next Page



Answer: <https://biology-forums.com/index.php?topic=271291>

### Question 946

If you need to sort the records contained in a report, you can do so from either the design view or the \_\_\_\_\_ of the report.

- A) Design View
- B) Layout View
- C) Print preview
- D) Report view

Answer: <https://biology-forums.com/index.php?topic=270556>

### Question 947

A range name

- A) Indicates a cell's specific location and the reference does not change when you copy the formula.
- B) is a word or a string of characters that represent one or more cells.
- C) indicates a cells relative location from the cell containing the formula.
- D) creates an Equals (=) sign.

Answer: <https://biology-forums.com/index.php?topic=270703>

### Question 948

The \_\_\_\_\_ function evaluates a condition and displays different values for true and false conditions.

Answer: <https://biology-forums.com/index.php?topic=270505>

### Question 949

The \_\_\_\_\_ field property changes how a field will appear when displayed or printed, but does not change the values stored in the field.

- A) Input Mask
- B) Caption
- C) Default Value
- D) Format

Answer: <https://biology-forums.com/index.php?topic=270400>

### Question 950

To accept all changes in a document at once, click the \_\_\_\_\_ arrow on the Review tab.

Answer: <https://biology-forums.com/index.php?topic=271469>

### Question 951

The Increase List Level and decrease List Level is located on the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271086>

### Question 952

A field, or a combination of fields, that has a unique value is a:

- A) primary key/
- B) foreign key/
- C) table/
- D) field value/

Answer: <https://biology-forums.com/index.php?topic=270317>

### Question 953

A \_\_\_\_\_ control, like a text box, is linked to data sources while a \_\_\_\_\_ control, like a label, is used to describe data and create aesthetically pleasing forms.

- A) bound, unbound
- B) unbound, bound
- C) calculated, bound
- D) bound, calculated

Answer: <https://biology-forums.com/index.php?topic=270549>

### Question 954

The order of precedence (as it applies to math operations in Excel)

- A) includes letters, numbers, and spaces.
- B) controls the sequence in which Excel performs arithmetic operations.

C) is a software application used to create and modify business communications.

D) includes formulas, functions, and formatting.

Answer: <https://biology-forums.com/index.php?topic=270616>

### Question 955

The \_\_\_\_\_ feature in Word 2010 monitors all additions, deletions, and formatting changes a user makes.

Answer: <https://biology-forums.com/index.php?topic=271467>

### Question 956

Match the following terms to their descriptions:

I. compression A. reduces data files in the amount of space required for storage

II. crop B. store an object from an external source within a presentation

III. codec C. eliminating unwanted portions of an image

IV. embed D. a connection from a presentation to another location

V. link E. digital video compression scheme used to compress and decompress video

Answer: <https://biology-forums.com/index.php?topic=271271>

### Question 957

A(n) \_\_\_\_\_ only displays records that match selected criteria.

Answer: <https://biology-forums.com/index.php?topic=270378>

### Question 958

The Table Array

A) is the argument in a VLOOKUP function that identifies from which column to return a value.

B) looks up a value in a horizontal table where the first row contains the values to compare with the lookup value.

C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.

D) is a range containing a lookup table.

Answer: <https://biology-forums.com/index.php?topic=270696>

### Question 959

A \_\_\_\_\_ is a horizontal or vertical line that extends from the horizontal or vertical axis through the plot area.

Answer: <https://biology-forums.com/index.php?topic=270802>

### Question 960

A form can be customized to add additional functionality using, \_\_\_\_\_, Microsoft's programming language that is built into all of the Office products.

Answer: <https://biology-forums.com/index.php?topic=270600>

### Question 961

Match the following graphic file format descriptions with their file format type:

I. Windows 16-bit file format A. Tagged Image File Format

II. best file format for storing bitmapped images

on PCs but not widely supported by browsers B. Microsoft Windows  
Metafile

III. Windows 32-bit file format C. Joint Photographic Experts

Group

IV. limited to 256 colors; good for

black-and-white images D. Graphics Interchange Format

V. supports 16 million colors; optimized

for photographs E. Windows Enhanced Metafile

Answer: <https://biology-forums.com/index.php?topic=271263>

### Question 962

What is the order for including a bibliography within your document?

A) Click Insert Bibliography, then add the sources using Insert Citation

B) Add the sources using Insert Footnote or Insert Endnote, then click Insert Bibliography

C) Add the sources using the Insert Citation feature, click Bibliography, then click Insert Bibliography

D) Click Bibliography, click Insert Bibliography, then add the sources with Insert Citation

Answer: <https://biology-forums.com/index.php?topic=271439>

### Question 963

Which of the following is FALSE about the Highlighter feature in Word 2010?

- A) To remove highlights, select the highlighted text and click Remove Color.
- B) It can be accessed on the Mini toolbar.
- C) It can be accessed in the Font group on the Home tab.
- D) The button can be selected prior to selecting the text.

Answer: <https://biology-forums.com/index.php?topic=271356>

### Question 964

The collapsed outline view displays all of the following except \_\_\_\_\_.

- A) Slide number
- B) Slide icon
- C) Title of slide
- D) Content of slide

Answer: <https://biology-forums.com/index.php?topic=271052>

### Question 965

To change the \_\_\_\_\_ representation on the axes and gridlines, click Axes in the Axes group, and then point to Primary Vertical Axis.

Answer: <https://biology-forums.com/index.php?topic=270801>

### Question 966

SUM and COUNT are examples of \_\_\_\_\_ functions that perform calculations on entire columns of data.

Answer: <https://biology-forums.com/index.php?topic=270516>

### Question 967

A(n) \_\_\_\_\_ is text or a graphic displayed behind text in a document.

Answer: <https://biology-forums.com/index.php?topic=271327>

### Question 968

Which of the following Mail Merge Commands from the Mailings tab opens the Mail Merge Recipients dialog box in order to sort records?

- A) Edit Recipient List
- B) Select Recipients
- C) Start Mail Merge
- D) Rules

Answer: <https://biology-forums.com/index.php?topic=271537>

### Question 969

Which of the following is FALSE about headers and footers in Word 2010?

- A) They can contain fields.
- B) A document cannot display both a header and footer.
- C) A document may display a header but not a footer as well as vice versa.
- D) When you edit header or footer text, it is automatically changed on all pages.

Answer: <https://biology-forums.com/index.php?topic=271286>

### Question 970

Which of the following features is NOT part of the features available from the Corrections button in the Adjust group?

- A) Adjust brightness
- B) Adjust contrast
- C) Remove the background
- D) Soften

Answer: <https://biology-forums.com/index.php?topic=271201>

### Question 971

Using Conditional Formatting to draw attention to cells that are blank

- A) displays a particular color based on the relative value of the cell contents to other selected cells.
- B) displays an icon representing a value in the top third, quarter, or fifth based on values in the selected range.
- C) helps locate where data may be missing.
- D) helps locate errors in cells quickly.

Answer: <https://biology-forums.com/index.php?topic=270855>

### Question 972

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 973

If your report has a \_\_\_\_\_ section, it precedes the first Page Header section.

- A) Access Header
- B) Group Header
- C) Detail Header
- D) Report Header

Answer: <https://biology-forums.com/index.php?topic=270566>

### Question 974

If a user selects the \_\_\_\_\_ option while creating a relationship, Access will automatically modify all foreign key values in a related table to match any modifications made to the primary key.

Answer: <https://biology-forums.com/index.php?topic=270457>

### Question 975

Each row in an Excel table

- A) is an individual piece of data, such as a last name.
- B) is the sequence in which pages print.
- C) represents a Field which can contain an individual piece of data for a record.
- D) represents a record.

Answer: <https://biology-forums.com/index.php?topic=270828>

### Question 976

The Project Status Report Sample and contemporary photo Album Sample are examples of \_\_\_\_\_ in PowerPoint 2010.

Answer: <https://biology-forums.com/index.php?topic=271081>

### Question 977

The slide \_\_\_\_\_ determines the location and presence or absence of objects contained on a slide.

Answer: <https://biology-forums.com/index.php?topic=271013>

### Question 978

A key or feature that can be turned on or off is known as a(n) \_\_\_\_\_ command.

Answer: <https://biology-forums.com/index.php?topic=270946>

### Question 979

Denim, marble, and cork are examples of \_\_\_\_\_ fills.

- A) freeform
- B) picture
- C) gradient
- D) texture

Answer: <https://biology-forums.com/index.php?topic=271127>

### Question 980

Which of the following is NOT a feature on the Picture Tools Format tab?

- A) Remove the background of a picture
- B) Create picture background
- C) Picture correction
- D) Picture contrast

Answer: <https://biology-forums.com/index.php?topic=271198>

### Question 981

Which of the following Windows 7 features asks for permission before allowing changes to your system settings?

- A) Action Center
- B) UAC
- C) Windows Updates
- D) Windows firewall

Answer: <https://biology-forums.com/index.php?topic=271621>

### Question 982

You can \_\_\_\_\_ a database in order to protect your data against loss or damage.

Answer: <https://biology-forums.com/index.php?topic=270361>

### Question 983

The \_\_\_\_\_ key on the keyboard accesses Help in Office 2010.

Answer: <https://biology-forums.com/index.php?topic=270941>

### Question 984

A \_\_\_\_\_ is a marker that divides a document into different segments or parts.

Answer: <https://biology-forums.com/index.php?topic=271326>

### Question 985

A document that contains a list of captions is referred to as a:

- A) caption table.
- B) table of authorities.
- C) table of figures.
- D) cross-reference list.

Answer: <https://biology-forums.com/index.php?topic=271456>

### Question 986

A group of related tables is called a(n) \_\_\_\_\_ database.

Answer: <https://biology-forums.com/index.php?topic=270364>

### Question 987

To return to a document from the Backstage view, click the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271337>

### Question 988

If you click the button for Header row in the Sort dialog box, what happens?

- A) The Header row will be included in the sort
- B) The header row names appear in the Sort by list
- C) The header row numbers appear in the Sort by list
- D) The Header row will automatically be changed to numbers

Answer: <https://biology-forums.com/index.php?topic=271518>

### Question 989

Match the following Windows 7 programs or features to their descriptions:

- I. Snap A. automatically places a window on the side of the desktop
- II. Aero Flip 3D B. invite someone to help with a computer issue
- III. Remote Assistance C. arranges all open windows in a stack
- IV. Search box D. use to record to-do lists, phone numbers, or other info
- V. Sticky Notes E. locate files, folder, programs or e-mail messages

Answer: <https://biology-forums.com/index.php?topic=271666>

### Question 990

Match the scenario with the Word 2010 feature:

- I. discover hidden content in a file A. Document Inspector
- II. discover file features that are supported by Word 97-2003 B. Compatibility Checker
- III. check out the print preview C. Document Panel
- IV. add a keyword D. AutoRecover
- V. recover an unsaved file E. Backstage view

Answer: <https://biology-forums.com/index.php?topic=271345>

### Question 991

A(n) \_\_\_\_\_ is a single characteristic or attribute of a person, place, object, event, or idea contained in a database.

Answer: <https://biology-forums.com/index.php?topic=270360>

### Question 992

In addition to sorting and filtering cells by content you can sort and/or filter by \_\_\_\_\_ formatting.

Answer: <https://biology-forums.com/index.php?topic=270882>

### Question 993

In field names, object names, and filenames, uppercase letters are used to distinguish the first letter of a new word in \_\_\_\_\_ notation.

Answer: <https://biology-forums.com/index.php?topic=270449>

### Question 994

When you hover the mouse over any cell of a table, what displays?

- A) A dark, bolded outline of the table
- B) A ScreenTip
- C) The Table Move handle
- D) Table Sizing handles

Answer: <https://biology-forums.com/index.php?topic=271500>

### Question 995

A \_\_\_\_\_ relationship consists of a primary key value in a primary table many foreign key values in a related table.

Answer: <https://biology-forums.com/index.php?topic=270438>

### Question 996

Match the following nonprinting symbol description with how it is created:

- I. nonbreaking space A. press Enter
- II. line break B. press Shift+Enter
- III. end of paragraph C. press Ctrl+Shift+Spacebar
- IV. regular hyphen D. press Ctrl+Shift+Hyphen
- V. nonbreaking hyphen E. press Hyphen

Answer: <https://biology-forums.com/index.php?topic=271418>

### Question 997

The \_\_\_\_\_ is the Present Value of a loan or in other words; how much was borrowed.

Answer: <https://biology-forums.com/index.php?topic=270728>

### Question 998

Match the following Windows 7 features to their descriptions:

- I. tag A. custom file property
- II. property B. screen display that contains icons and a taskbar
- III. icon C. identifier of a file
- IV. shortcut D. small picture on the desktop
- V. desktop E. point to a program or computer resource

Answer: <https://biology-forums.com/index.php?topic=271668>

### Question 999

\_\_\_\_\_ is spoken commentary that can accompany a PowerPoint presentation.

Answer: <https://biology-forums.com/index.php?topic=271253>

### Question 1000

Match the date/time function syntax to their descriptions:

- I. =TODAY() A. Returns the serial number for a date
- II. =NOW() B. Displays today's date: moth, day, year
- III. =DATE(year,month) C. Displays the day within a month for a serial number of months from a serial number representing a date
- IV. =EDATE(start,\_date,months) D. Displays the serial number of a date a specified number of months in the future or past
- V. =DAY(serial\_number) E. Displays today's date and current military time

Answer: <https://biology-forums.com/index.php?topic=270736>

### Question 1001

A(n) \_\_\_\_\_ is a descriptive title for a figure, a table, or an equation.

Answer: <https://biology-forums.com/index.php?topic=271484>

### Question 1002

Syntax can most accurately be defined as the \_\_\_\_\_.

- A) names of fields, controls, or properties.
- B) formulas used to calculate new fields from the values in existing fields.
- C) arithmetic instructions such as \* , / , + , or — .
- D) set of language rules that Access follows when evaluating expressions.

Answer: <https://biology-forums.com/index.php?topic=270472>

### Question 1003

Access stores dates as the number of \_\_\_\_\_ that have elapsed since the date of December 1st, 1899.

Answer: <https://biology-forums.com/index.php?topic=270522>

### Question 1004

Which of the following is FALSE about styles?

- A) Styles use the Format Painter to copy formats from one location in a document to another.
- B) When you change the style, you automatically change all text defined by that style.
- C) You can apply a style to any element within a document.
- D) Styles automate the formatting process.

Answer: <https://biology-forums.com/index.php?topic=271371>

### Question 1005

Each individual piece of data in a recipient list is known as a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271561>

### Question 1006

Irene is working on a database that stores customer data and order information. The Customer Information Table holds customer information. A unique customer number serves as the primary key for this table. The Order Information Table holds order information. A unique order number serves as the primary key for this table. A customer only has one customer number but may have several order numbers. If Irene wants to establish a one-to-many relationship between the customer information table and the order information table, which of the following steps should she follow?

- A) Irene should include the primary key in the customer information table as a foreign key in the order information table.
- B) Irene should include the foreign key in the customer information table as a primary key in the order information table.
- C) Irene should include the primary key in the customer information table as a primary key in the order information table.
- D) Irene cannot establish a relationship between the two tables.

Answer: <https://biology-forums.com/index.php?topic=270394>

### Question 1007

Match the following examples with the best type of SmartArt design category:

- I. proportional relationship--an ecology chart A. Pyramid
- II. steps to buy a computer B. Process
- III. connections among winter snow activities C. Hierarchy
- IV. items to take care of for a new semester D. List
- V. business organization chart E. Relationship

Answer: <https://biology-forums.com/index.php?topic=271185>

### Question 1008

Referencing the image above, what number represents the section where data from a record source would appear in the report?

- A) 2
- B) 3
- C) 4
- D) 5

Answer: <https://biology-forums.com/index.php?topic=270571>

### Question 1009

Match the following descriptions to their correct term:

- I. monitors additions, deletions, and formatting changes in a document A. Revision marks
- II. shows a line through deleted text and inserted text in a balloon B. Changed lines
- III. display where text in a document has been added, deleted or formatted C. Track Changes
- IV. vertical bars in the margins that show where items have been changed D. Original: Show Markup
- V. shows inserted text in the body and deleted text in a balloon E. Final: Show Markup

Answer: <https://biology-forums.com/index.php?topic=271489>

### Question 1010

A \_\_\_\_\_ relationship exists when records in two different tables are related by the same primary key.

Answer: <https://biology-forums.com/index.php?topic=270458>

### Question 1011

A Word feature which is a step beyond using the Format Painter to achieve uniformity is:

- A) character styles.
- B) kerning.
- C) type styles.
- D) styles.

Answer: <https://biology-forums.com/index.php?topic=271370>

### Question 1012

To Freeze Columns and/or rows

- A) first indicate where data starts on a new printed page.
- B) use the View Tab, Window Group, and click Freeze Panes.
- C) scroll through a worksheet and click on the Freeze button.
- D) adjust settings to control how the worksheet will print.

Answer: <https://biology-forums.com/index.php?topic=270818>

### Question 1013

A workbook is defined as

- A) similar to a spreadsheet but bound rather than electronic.
- B) an un-editable "picture" of data.
- C) the address of the current cell.
- D) a file containing related worksheets.

Answer: <https://biology-forums.com/index.php?topic=270608>

### Question 1014

The small dots that surround an object appearing at each corner and in the middle of each side are known as \_\_\_\_\_.

- A) sliders
- B) buttons
- C) handles
- D) toggles

Answer: <https://biology-forums.com/index.php?topic=270923>



### Question 1015

\_\_\_\_\_ is any combination of letters, numbers, etc NOT used for calculations.

Answer: <https://biology-forums.com/index.php?topic=270649>

### Question 1016

The smallest data element in an Access database is called a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270371>

### Question 1017

When you first open Word 2010, what are you presented with?

- A) The Open dialog box ready to access a previously-created file
- B) The Save dialog box to save a new file
- C) A new blank work area
- D) A pane to open a file

Answer: <https://biology-forums.com/index.php?topic=270911>

### Question 1018

Each object you place on a form is called a(n) \_\_\_\_\_.

- A) index
- B) label
- C) icon
- D) control

Answer: <https://biology-forums.com/index.php?topic=270561>

### Question 1019

The value in a field with the \_\_\_\_\_ data type will be automatically increased each time a new record is entered.

- A) Currency
- B) Date/Time
- C) Number
- D) AutoNumber

Answer: <https://biology-forums.com/index.php?topic=270411>

### Question 1020

How do you edit footnotes or endnotes while in Draft view?

- A) Edit footnotes and endnotes in the Footnotes or Endnotes pane
- B) Click the footnote or endnote and edit it
- C) Click in the balloon and edit them
- D) Double-click to open the Track Changes view and edit

Answer: <https://biology-forums.com/index.php?topic=271442>

### Question 1021

Two or more tables which contain duplicate data is an example of \_\_\_\_\_.

- A) one-to-many relationships
- B) data redundancy
- C) many-to-many relationships
- D) data backup

Answer: <https://biology-forums.com/index.php?topic=270427>

### Question 1022

=A2+A3 is a (better or worse) \_\_\_\_\_ formula than =10+2 because of flexibility.

Answer: <https://biology-forums.com/index.php?topic=270657>

### Question 1023

An area of member reserved to temporarily hold selections that have been cut or copied from a document is known as the \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270947>

### Question 1024

A mixed cell reference

- A) occurs when a formula directly or indirectly refers to the cell containing the formula.
- B) causes a potential error.
- C) contains absolute or relative cell references, but not both.
- D) contains both an absolute and a relative cell reference.

Answer: <https://biology-forums.com/index.php?topic=270674>

### Question 1025

How do you insert a regular tab character within a cell?

- A) Shift+Tab
- B) F12
- C) Ctrl+Tab
- D) Ctrl+left arrow

Answer: <https://biology-forums.com/index.php?topic=271503>

### Question 1026

Two common command buttons in many dialog boxes include OK and \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271639>

### Question 1027

Filtering the Cost column (field) to show only records Greater than \$10,000 is an application of

- A) a Date Filter.
- B) a Text Filter.
- C) use of a table element as a formula.
- D) a Number Filter.

Answer: <https://biology-forums.com/index.php?topic=270844>

### Question 1028

How does an adjustment handle display when a shape is selected?

- A) Just like a sizing handles but larger and bolder
- B) As a green circle located at the top of the selected shape
- C) As a yellow diamond
- D) As a large blue diamond

Answer: <https://biology-forums.com/index.php?topic=271122>

### Question 1029

The \_\_\_\_\_ Pane displays comments and changes made to a document.

Answer: <https://biology-forums.com/index.php?topic=271465>

### Question 1030

\_\_\_\_\_ is a basic word processing program that includes formatting and graphic capability and is a part of Windows 7.

Answer: <https://biology-forums.com/index.php?topic=271645>

### Question 1031

The \_\_\_\_\_ stores descriptive information about a file and author that you may want to keep but do not want to show up in the text of the document.

Answer: <https://biology-forums.com/index.php?topic=271334>

### Question 1032

The data type "Text" (as it applies to Excel)

- A) should be entered into every cell of the spreadsheet.
- B) includes letters, numbers, and spaces not used in calculations.
- C) includes formulas, functions, and formatting.
- D) is of little concern to Excel because Excel does calculations on numbers.

Answer: <https://biology-forums.com/index.php?topic=270610>

### Question 1033

An unchanging value is called a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270451>

### Question 1034

Which of the following is NOT an activity within Windows Explorer?

- A) Manage folders
- B) Work with libraries
- C) Create a document
- D) View favorites

Answer: <https://biology-forums.com/index.php?topic=270893>

### Question 1035

A(n) \_\_\_\_\_ typeface allocates space for each character based on the width of the character.

Answer: <https://biology-forums.com/index.php?topic=271389>

### Question 1036

The default text direction is \_\_\_\_\_ position.

Answer: <https://biology-forums.com/index.php?topic=271547>

### Question 1037

\_\_\_\_\_ controls in a form are created from a text box control and contain an expression that generates a computed result when displayed.

Answer: <https://biology-forums.com/index.php?topic=270590>

### Question 1038

For Excel to recognize a formula, it must begin with an \_\_\_\_\_ sign.

Answer: <https://biology-forums.com/index.php?topic=270654>

### Question 1039

Which of the following typically appears at the end of a document?

- A) A table of authorities
- B) A table of contents
- C) An index
- D) A cross-reference

Answer: <https://biology-forums.com/index.php?topic=271449>

### Question 1040

All the following statements are true regarding functions arguments EXCEPT:

- A) An argument can be a variable
- B) An argument can be a constant
- C) An argument can be the value of a field
- D) An argument can be the value of a label

Answer: <https://biology-forums.com/index.php?topic=270490>

### Question 1041

The Chart Layouts group enables you to apply \_\_\_\_\_ layouts to a chart.

Answer: <https://biology-forums.com/index.php?topic=270789>

### Question 1042

Which of the following views does NOT display comments in markup balloons?

- A) Print Layout
- B) Full Screen Reading
- C) Draft
- D) Web Layout

Answer: <https://biology-forums.com/index.php?topic=271425>

### Question 1043

In the table pictured above, the last row of data shown ( 2734, Riker, William, 212-566-1701.) is a:

- A) form.
- B) field.
- C) key.

D) record.

Answer: <https://biology-forums.com/index.php?topic=270331>

### Question 1044

Preview the chart in \_\_\_\_\_ view before you print to ensure a balanced printout.

Answer: <https://biology-forums.com/index.php?topic=270793>

### Question 1045

"Works Cited" or "References" are terms used by some reference manuals for a (n) \_\_\_\_\_, a list of works cited or consulted by an author.

Answer: <https://biology-forums.com/index.php?topic=271476>

### Question 1046

What is a gradient fill a blend of?

- A) Two or more colors
- B) Two or more images
- C) Only two shapes merged together
- D) Two or more Quick Styles

Answer: <https://biology-forums.com/index.php?topic=271125>

### Question 1047

Text that you enter into a SmartArt diagram can be entered in a(n) \_\_\_\_\_ pane.

Answer: <https://biology-forums.com/index.php?topic=271169>

### Question 1048

A structured reference

- A) is a tag or use of a table element as a reference in a formula.
- B) highlights or emphasizes cells that meet certain conditions.
- C) is a horizontal gradient or solid fill indicating the cell's structure compared to other selected cells.
- D) formats cells based upon their value in reference to the value of other cells.

Answer: <https://biology-forums.com/index.php?topic=270845>

### Question 1049

A citation that appears at the bottom of the page of a Word document is a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271480>

### Question 1050

A hard return is created when you press \_\_\_\_\_ at the end of a line or paragraph.

Answer: <https://biology-forums.com/index.php?topic=271315>

### Question 1051

A relative cell \_\_\_\_\_ indicates a cell's relative location.

Answer: <https://biology-forums.com/index.php?topic=270708>

### Question 1052

Help topics in Windows 7 are available when you look through help by clicking the \_\_\_\_\_ button.

- A) Search
- B) Search Help
- C) Look Through Help
- D) Browse Help

Answer: <https://biology-forums.com/index.php?topic=271628>

### Question 1053

Match the following terms to their meanings:

- I. A chart A. displays data comparisons vertically in columns
- II. A data point B. group of related data points
- III. A data series C. numeric value that describes a single value on a chart
- IV. A category label D. visual representation of numerical data
- V. A column chart E. text that describes a collection of data points in a chart

Answer: <https://biology-forums.com/index.php?topic=270806>

### Question 1054

A table is added to a document from the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271541>

### Question 1055

The .rtf extension stands for \_\_\_\_\_ Format.

Answer: <https://biology-forums.com/index.php?topic=271091>

### Question 1056

The X-axis

- A) displays incremental values to identify the values of the data series.
- B) provides descriptive group names for subdividing the data series.
- C) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
- D) is a vertical line that borders the plot area to provide a frame of reference for measurement.

Answer: <https://biology-forums.com/index.php?topic=270747>

### Question 1057

A \_\_\_\_\_ is a question you ask about data stored in a database.

- A) query
- B) form
- C) report
- D) macro

Answer: <https://biology-forums.com/index.php?topic=270314>

### Question 1058

In order to receive online help files in your searches, open Help and Support, click Options, and then click:

- A) Open.
- B) Online Help.
- C) More.
- D) Settings.

Answer: <https://biology-forums.com/index.php?topic=271633>

### Question 1059

Match the chart type to their meanings:

- I. A pie chart A. separates one or more pie slices from the rest of the pie chart
- II. An exploded pie chart B. shows each data point in proportion to the whole data series as a slice in a circular pie
- III. An area chart C. shows a relationship between two variables
- IV. An X Y (scatter) chart D. can show the open, high, low, close, and volume prices for individual stocks over time
- V. A stock chart E. emphasizes magnitude of changes over time by filling in the space between lines with a color

Answer: <https://biology-forums.com/index.php?topic=270810>

### Question 1060

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 1061

An important design principle states that you should use no more than \_\_\_\_\_ fonts on a slide.

- A) one
- B) two

C) three

D) four

Answer: <https://biology-forums.com/index.php?topic=271072>

### Question 1062

\_\_\_\_\_ view is used to modify the design of a form, but does not contain the more advanced features of design view.

Answer: <https://biology-forums.com/index.php?topic=270579>

### Question 1063

An object can be \_\_\_\_\_ vertically or horizontally for a mirror image of the object.

Answer: <https://biology-forums.com/index.php?topic=271172>

### Question 1064

A(n) \_\_\_\_\_ is a small, miniature graphic of a slide that appears in the Slides tab.

Answer: <https://biology-forums.com/index.php?topic=271007>

### Question 1065

To add a record (row) to a table,

- A) select any cell in the table, then click Remove Duplicates in the Tools group.
- B) click in a cell and on the Home tab, click the Insert arrow in the Cells group.
- C) click within a range, click the Table Tools Design tab, and then select Add Row to Table.
- D) click the Insert tab and then click Range in the Range group.

Answer: <https://biology-forums.com/index.php?topic=270831>

### Question 1066

Which of the following is NOT included as part of the status bar?

- A) Total number of pages in the document
- B) Total number of words in the document
- C) The total number of characters in the document
- D) The page number where the insertion point is located

Answer: <https://biology-forums.com/index.php?topic=271275>

### Question 1067

When adding \_\_\_\_\_ elements to a chart, make sure they enhance the effectiveness of the chart instead of overpowering it.

Answer: <https://biology-forums.com/index.php?topic=270797>

### Question 1068

The \_\_\_\_\_ data type contains values that can be used in a calculation.

Answer: <https://biology-forums.com/index.php?topic=270446>

### Question 1069

To begin to record audio for a presentation, click the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271257>

### Question 1070

Comments can be added to a document from the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271466>

### Question 1071

Which of the following is TRUE about ungrouping an object?

- A) Vector graphic files are easily edited and layered.
- B) Most of the clip art images available from the Clip Art pane are not vector graphics.
- C) Files in .bmp and .jpg can be ungrouped.
- D) All non-vector graphics can be converted into drawing objects.

Answer: <https://biology-forums.com/index.php?topic=271151>

### Question 1072

Match the following Table Tools Layout features with their descriptions:

I. Merge A. set margins within a cell  
II. Alignment B. sort within a table  
III. Data C. delete cells, columns, rows  
IV. Cell Size D. join or split two or more cells  
V. Rows & Columns E. adjust row height and column width  
Answer: <https://biology-forums.com/index.php?topic=271564>

### Question 1073

A function is a  
A) predefined formula that performs a calculation.  
B) cell reference or a value.  
C) list of values and defined names as you enter a spreadsheet.  
D) set of rules that govern the structure and components for a formula.  
Answer: <https://biology-forums.com/index.php?topic=270677>

### Question 1074

You can use \_\_\_\_\_ to create a relationship between two tables using a common field.  
A) join lines  
B) objects  
C) forms  
D) reports  
Answer: <https://biology-forums.com/index.php?topic=270336>

### Question 1075

When you close a document in Office 2010, what happens to the application?  
A) It automatically remains open for a minimum of 10 additional minutes.  
B) It also closes with the document.  
C) If you close two or more documents simultaneously, the application closes; if only one document is closed, the application remains open.  
D) The application remains open.  
Answer: <https://biology-forums.com/index.php?topic=270916>

### Question 1076

Completing a merge in Word starts with clicking on the \_\_\_\_\_ tab.  
Answer: <https://biology-forums.com/index.php?topic=271563>

### Question 1077

Of the following, which is NOT a method to return to a previously-viewed slide?  
A) Press N  
B) Press the left arrow  
C) Press Backspace  
D) Press Page Up  
Answer: <https://biology-forums.com/index.php?topic=270996>

### Question 1078

Which of the following is NOT a function of an operating system?  
A) It keeps track of files and folders  
B) It allows you to create written documents  
C) It recognizes keyboard input  
D) It sends output to a display or output device  
Answer: <https://biology-forums.com/index.php?topic=271575>

### Question 1079

How do you change the indexing options and locations in Windows 7?  
A) Start button, Indexing, and click Indexing Options  
B) Start button, All Programs, and Indexing Options  
C) Start button, All Programs, Indexing, and Options  
D) Start button, type Indexing Options in the Search box, and click Indexing Options  
Answer: <https://biology-forums.com/index.php?topic=271624>

### Question 1080

A typical \_\_\_\_\_ entry may say "See page 2 for more information about CPUs."

- A) cross-reference
- B) index
- C) table of authority
- D) table of figures

Answer: <https://biology-forums.com/index.php?topic=271462>

### Question 1081

Which cell becomes active when you press the "Enter" key?

- A) Cell A1 .
- B) The cell at the bottom of the next column.
- C) The next cell down.
- D) The cell at the end of the current row.

Answer: <https://biology-forums.com/index.php?topic=270609>

### Question 1082

Which of the following could be a Web document that could possibly be imported into PowerPoint?

- A) spring\_contract.htm
- B) cleaning service.doc
- C) cleaning.http
- D) spring contract.rtf

Answer: <https://biology-forums.com/index.php?topic=271061>

### Question 1083

Windows Help and \_\_\_\_\_ is a tool used to locate a specific help topic or simply brows the general topics to learn more about computing and applications.

Answer: <https://biology-forums.com/index.php?topic=271657>

### Question 1084

The Report \_\_\_\_\_ section of a report is used for report totals and other summary information.

- A) Detail
- B) Footer
- C) Header
- D) Page Header

Answer: <https://biology-forums.com/index.php?topic=270567>

### Question 1085

When viewing a slide in collapsed outline view, how do you know if a slide contains additional levels?

- A) The title is bolded
- B) The title is bolded and a larger font than others without additional levels
- C) A slide icon shows next to titles with additional levels
- D) The slide title appears with a wavy line below it

Answer: <https://biology-forums.com/index.php?topic=271053>

### Question 1086

The Table Style Options Group

- A) enables you to adjust settings to control how many pages will print.
- B) contains check boxes to select format actions such as Total Row which displays a Total Row when Checked.
- C) is a collection of structured, related data in columns and rows.
- D) keeps Table Options visible as you scroll through a worksheet.

Answer: <https://biology-forums.com/index.php?topic=270835>

### Question 1087

The Windows Help button, a question mark, is located in the \_\_\_\_\_ of most windows.

- A) top right corner
- B) bottom left corner
- C) bottom right corner



D) top left corner

Answer: <https://biology-forums.com/index.php?topic=271630>

### Question 1088

The \_\_\_\_\_ of an image refers to the lightness and darkness of the picture.

Answer: <https://biology-forums.com/index.php?topic=271239>

### Question 1089

You can use the \_\_\_\_\_ to create specialized reports that come preformatted to for name-brand labels such as Avery.

- A) Report Wizard
- B) Form Wizard
- C) Mailing Wizard
- D) Label Wizard

Answer: <https://biology-forums.com/index.php?topic=270555>

### Question 1090

In which of the following scenarios will the Mini toolbar NOT show?

- A) You've clicked in one location of a document
- B) You've selected a paragraph and have right-clicked the mouse
- C) You've selected a word and slightly moved the mouse pointer
- D) You've selected a sentence in a document and right-clicked the mouse while located within the highlighted text.

Answer: <https://biology-forums.com/index.php?topic=270919>

### Question 1091

To display another worksheet click the sheet \_\_\_\_\_ at the bottom of the workbook window.

Answer: <https://biology-forums.com/index.php?topic=270648>

### Question 1092

The SUBTOTAL function

- A) highlights or emphasizes cells that meet certain conditions.
- B) formats cells based upon their value in reference to the value of other cells.
- C) calculates an aggregate for values in a range or database.
- D) tags a table element as a reference in a formula.

Answer: <https://biology-forums.com/index.php?topic=270847>

### Question 1093

Match the following terms with their descriptions:

- I. typography A. appearance of printed material
- II. typeface B. contains thin lines at the top and bottom of characters
- III. serif typeface C. characteristic applied to a font
- IV. sans serif typeface D. complete set of characters
- V. type style E. does not contain thin lines on characters

Answer: <https://biology-forums.com/index.php?topic=271413>

### Question 1094

Match the following keyboard shortcuts with their function:

- I. Shift+Tab A. toggle field codes on and off
- II. Shift+F9 B. moves the insertion point to the previous cell in a table
- III. Tab C. inserts a regular tab character within a cell
- IV. Delete D. removes selected data within a table
- V. Ctrl+Tab E. moves the insertion point to the next cell in a table

Answer: <https://biology-forums.com/index.php?topic=271572>

### Question 1095

Which of the following list of items (text within a sentence) uses parallel construction?

- A) turning on the faucet, drinking the water, and turn the faucet off
- B) went running, walking, and then rode her bike
- C) mowed the lawn, weeded the flower beds, and put the tools away
- D) she plays volleyball, likes to hike, and runs cross country

Answer: <https://biology-forums.com/index.php?topic=270977>

### Question 1096

Where would you find an arrowhead in regard to PowerPoint 2010?

- A) As a shape on a slide
- B) At the vertex of two or more lines
- C) At the corner of any selected shape
- D) At the end of a line

Answer: <https://biology-forums.com/index.php?topic=271129>

### Question 1097

How are Master Lists stored in Word 2010?

- A) In XML format
- B) In HTML format
- C) As a template
- D) As a URL

Answer: <https://biology-forums.com/index.php?topic=271437>

### Question 1098

A table

- A) is an area in the worksheet that contains rows and columns of related data formatted to enable data management and analysis.
- B) is a complete set of data for an entity.
- C) represents a Field which is an individual piece of data.
- D) is an individual piece of data, such as a last name.

Answer: <https://biology-forums.com/index.php?topic=270824>

### Question 1099

A bar chart

- A) uses a line to connect data points in order to show trends over a period of time.
- B) compares values across categories using horizontal bars.
- C) shows each data point in proportion to the whole data series as a slice in a circular pie.
- D) separates one or more pie slices from the rest of the pie chart.

Answer: <https://biology-forums.com/index.php?topic=270758>

### Question 1100

Match the following parts of the Windows Explorer interface with its function:

- I. Address bar A. shows currently selected folder or library
- II. Content pane B. shows properties associated with a selected file
- III. Details pane C. includes buttons relevant to currently selected item
- IV. Navigation pane D. contains Favorites, Libraries, Homegroup, Computer, and Network
- V. Toolbar E. navigate to other folders or libraries

Answer: <https://biology-forums.com/index.php?topic=270956>

### Question 1101

\_\_\_\_\_ alignment refers to the placement of text between the left and right margins..

Answer: <https://biology-forums.com/index.php?topic=271401>

### Question 1102

Which of the following Word Options menu categories allows you to enable click and type, choose a default paragraph style, and show paste option buttons?

- A) General
- B) Proofing
- C) Advanced
- D) Add-ins

Answer: <https://biology-forums.com/index.php?topic=271282>

### Question 1103

Match the following terms to their meanings:

- I. Filter by Selection A. Expressions used to filter the records in a table
- II. Filter by Form B. Evaluates the relationship between two quantities
- III. Comparison operators C. Displays table data based on multiple criteria
- IV. Criteria D. Lists records numerically or alphabetically, in ascending or descending order.
- V. Sort E. Displays table data based on a single criterion.

Answer: <https://biology-forums.com/index.php?topic=270386>

### Question 1104

The \_\_\_\_\_ button, the middle button on the title bar of a window, allows you to fill the screen with the window or restore down to the previous size.

Answer: <https://biology-forums.com/index.php?topic=271638>

### Question 1105

You've found a sound file from the Clip Art pane and you want to listen to it, now what?

- A) Click the bar on the right side of the clip and select Preview/Properties
- B) Simply click the sound clip result
- C) Double-click the sound clip you want to hear
- D) Click the bar on the right side of the clip and select Play

Answer: <https://biology-forums.com/index.php?topic=271215>

### Question 1106

Match the navigation method with the navigation option in PowerPoint 2010:

- I. Press N A. returns to a previous slide
- II. Press P B. ends a slide show
- III. Press Esc C. see a list of slide show controls
- IV. type a slide number and press Enter D. advance through the slide show
- V. Press F1 E. goes to a specific slide

Answer: <https://biology-forums.com/index.php?topic=271038>

### Question 1107

Which of the following is NOT considered a step in checking spelling and incorrect word usage for a PowerPoint slide show?

- A) Use the Editing feature
- B) Read the slide content after you enter it.
- C) Use the Spelling feature
- D) Ask a friend or colleague to review it

Answer: <https://biology-forums.com/index.php?topic=270983>

### Question 1108

Which statement accurately describes the function of a query?

- A) Queries manipulate data stored in tables, displaying only those records which match the query's criteria
- B) Queries delete data stored in tables, displaying only those records which match the query's criteria
- C) Queries edit data stored in tables, displaying only those records which match the query's criteria
- D) Queries manipulate data stored in tables, hiding only those records which match the query's criteria

Answer: <https://biology-forums.com/index.php?topic=270388>

### Question 1109

Match the following Word features to the dialog box where it can be accessed:

- I. change to superscript A. Symbols dialog box
- II. insert a nonbreaking hyphen B. Tabs dialog box
- III. specify a leader character C. Borders and Shading dialog box
- IV. add a Box style to a paragraph D. Paragraph dialog box
- V. change line spacing E. Font dialog box

Answer: <https://biology-forums.com/index.php?topic=271421>

### Question 1110

Steve is working in a database that stores student exam grades. He needs to create a query that will show the numerical mean of exam grades. He should use the \_\_\_\_\_ function on the column containing the grades.

- A) Sum
- B) Avg
- C) Count

D) Max

Answer: <https://biology-forums.com/index.php?topic=270485>

### Question 1111

David is working in a database that organizes student exam grade information. He needs to find all students who have scored 100 on an exam. David can apply a(n) \_\_\_\_\_ to the data in order to show only records that meet the criteria.

- A) Filter
- B) Report
- C) Form
- D) Sort

Answer: <https://biology-forums.com/index.php?topic=270343>

### Question 1112

In addition to verifying the accuracy of a calculated field using a calculator, you can also use a(n) \_\_\_\_\_ to verify results

- A) expression
- B) Excel spreadsheet
- C) second query
- D) formula

Answer: <https://biology-forums.com/index.php?topic=270473>

### Question 1113

If a user selects the \_\_\_\_\_ option while creating a relationship, Access will automatically remove all records in related tables when the matching primary key is removed from the first table.

Answer: <https://biology-forums.com/index.php?topic=270460>

### Question 1114

Click the \_\_\_\_\_ command on the \_\_\_\_\_ tab to begin the process of converting text into a Word table.

- A) Table; Page Layout
- B) Convert Text; Insert
- C) Text to Table; Insert
- D) Table; Insert

Answer: <https://biology-forums.com/index.php?topic=271519>

### Question 1115

Data in one or more tables can be related to each other by means of a(n) \_\_\_\_\_ field.

Answer: <https://biology-forums.com/index.php?topic=270372>

### Question 1116

An icon set

- A) is a conditional format that displays an icon representing a value in the top third, quarter, or fifth based on values in the selected range.
- B) highlights cells meeting specified criteria with a specified color, font, or border.
- C) calculates an aggregate for values in a range or database.
- D) is a conditional format that displays a particular color based on the relative value of the cell contents to other selected cells.

Answer: <https://biology-forums.com/index.php?topic=270853>

### Question 1117

Match each term with the appropriate definition.

- I. Page Footer A. Appears at the top of each page of a report
- II. Report Footer B. Appears once for each record in the underlying table or query
- III. Report Header C. Appears once at the beginning of a report
- IV. Detail D. Appears once at the end of a report
- V. Page Header E. Appears at the bottom of each page in a report

Answer: <https://biology-forums.com/index.php?topic=270603>

### Question 1118

The \_\_\_\_\_ refers to the last line of a paragraph that displays by itself at the top of a page of text.

Answer: <https://biology-forums.com/index.php?topic=271403>

### Question 1119

The \_\_\_\_\_ data type will automatically increment each time a new record is entered.

Answer: <https://biology-forums.com/index.php?topic=270445>

### Question 1120

You can click the \_\_\_\_\_ button on the table toolbar to sort records in alphabetical order, from A to Z.

- A) form
- B) descending
- C) order
- D) ascending

Answer: <https://biology-forums.com/index.php?topic=270315>

### Question 1121

The \_\_\_\_\_ group on the External Data Tab has options that you can use to send a portion of a database to other application

- A) Import & Link
- B) Export
- C) Collect Data
- D) Web Linked Lists

Answer: <https://biology-forums.com/index.php?topic=270414>

### Question 1122

Which of the following is FALSE about the Clipboard task pane?

- A) The most recently added Clipboard item is pasted when you begin a paste operation.
- B) All items can be removed from the Clipboard.
- C) The Clipboard can be displayed in different locations.
- D) Only the most recently added Clipboard item can be pasted into a document.

Answer: <https://biology-forums.com/index.php?topic=270921>

### Question 1123

Lining up shapes and objects by the sides, middle or top or bottom edges can easily be done with the \_\_\_\_\_ feature.

Answer: <https://biology-forums.com/index.php?topic=271181>

### Question 1124

Match the following components of Office 2010 and its function:

- I. Backstage A. easy access to commonly executed task
- II. Quick Access Toolbar B. displays the current file name and application
- III. title bar C. used to print, save, open, close, and share a file
- IV. Ribbon D. contains tabs, groups, and commands
- V. Dialog Box Launcher E. opens a corresponding box that provides access to precise tools

Answer: <https://biology-forums.com/index.php?topic=270958>

### Question 1125

A page \_\_\_\_\_ indicates where data starts on a new printed page.

Answer: <https://biology-forums.com/index.php?topic=270862>

### Question 1126

A form can best be described as a(n):

- A) record.
- B) object.
- C) attribute.
- D) table.

Answer: <https://biology-forums.com/index.php?topic=270316>

### Question 1127

What happens to images that are entered into a photo album presentation in PowerPoint?

- A) Images are reduced or enlarged in size to fix the size of each placeholder.
- B) Each image is entered as the exact same size.
- C) All images are cascaded on the first slide of the photo album.
- D) Four images are displayed on each page of the photo album.

Answer: <https://biology-forums.com/index.php?topic=271227>

### Question 1128

Ryan needs to organize the data in a table so that it displays in a summarized format. He should use the \_\_\_\_\_ view for this purpose.

- A) Datasheet
- B) PivotTable
- C) PivotChart
- D) Design

Answer: <https://biology-forums.com/index.php?topic=270393>

### Question 1129

Joe is working in a database that stores client data. He needs to design a field that will assign a client ID number each time a user enters a new client. The data type he should apply to this field is:

- A) Text
- B) Memo
- C) Number
- D) AutoNumber

Answer: <https://biology-forums.com/index.php?topic=270396>

### Question 1130

The \_\_\_\_\_ is a temporary holding area in the computer's memory; it is only temporary storage.

Answer: <https://biology-forums.com/index.php?topic=271647>

### Question 1131

Match each aggregate function with the value it returns:

- I. Avg A. Returns the data item with the highest value
- II. Count B. Returns the data item with the lowest value
- III. Maximum C. Returns the mean value of a group of numbers.
- IV. Minimum D. Returns the total value of a column of numbers
- VI. Sum E. Returns the number of fields containing data

Answer: <https://biology-forums.com/index.php?topic=270532>

### Question 1132

To open an existing outline file created in a program other than PowerPoint 2010, click the \_\_\_\_\_ tab.

Answer: <https://biology-forums.com/index.php?topic=271093>

### Question 1133

To simplify entering ranges in formulas you can use

- A) range names.
- B) a cells relative location.
- C) both an absolute and a relative cell reference.
- D) a cell's specific location.

Answer: <https://biology-forums.com/index.php?topic=270704>

### Question 1134

Typography can be defined as the process of selecting all EXCEPT:

- A) typefaces.
- B) type styles.
- C) type formats.
- D) type sizes.

Answer: <https://biology-forums.com/index.php?topic=271348>

### Question 1135

Which of the following is TRUE about PowerPoint 2010?

- A) A PowerPoint presentation is saved with a .ptt extension after the filename.
- B) A page is the most basic element of the PowerPoint presentation.
- C) A PowerPoint electronic slide show can run automatically at a kiosk.
- D) A PowerPoint slide show cannot be displayed on the World Wide Web.

Answer: <https://biology-forums.com/index.php?topic=270966>

### Question 1136

In order to change the default location and format to save files, access the \_\_\_\_\_ menu category of the Word Options.

Answer: <https://biology-forums.com/index.php?topic=271319>

### Question 1137

Consider the table pictured above. The value 4 in the totals row represents the number of employees listed in this table. How was this value calculated in the totals row?

- A) This value is a result of the Count function being applied to the LastName Field
- B) This value is a result of the Average function being applied to the LastName Field
- C) This value is a result of the Sum function being applied to the LastName Field
- D) This value is a result of the Maximum function being applied to the LastName Field

Answer: <https://biology-forums.com/index.php?topic=270498>

### Question 1138

A(n) \_\_\_\_\_ is created at the end of lines when you continue to type without entering a hard return.

Answer: <https://biology-forums.com/index.php?topic=271316>

### Question 1139

Which of the following is TRUE about printing the outline of a slide show?

- A) Speaker notes are not included when printed.
- B) All charts and graphics would also be included in the printout.
- C) Slide title are never included when printing an outline.
- D) Printing the outline will include all details, all bullets, all graphics, and all tables.

Answer: <https://biology-forums.com/index.php?topic=271004>

### Question 1140

Which of the following examples would be most appropriate for a nonbreaking space?

- A) Three trees
- B) John and Jean Huberman
- C) 541-555-5555
- D) Ms. Boyles

Answer: <https://biology-forums.com/index.php?topic=271358>

### Question 1141

Items in an index are listed in:

- A) the order of importance.
- B) the order of entry into the document.
- C) numerical order.
- D) alphabetic order.

Answer: <https://biology-forums.com/index.php?topic=271448>

### Question 1142

An existing query for a database can be opened by double-clicking in the \_\_\_\_\_ of the Database window.

Answer: <https://biology-forums.com/index.php?topic=270375>

### Question 1143

A stock chart

- A) shows relationships among three values by using bubbles.
- B) shows values as percentages of the whole but may contain more than one data series.
- C) displays trends using two dimensions on a continuous curve.
- D) can show the open, high, low, and close prices for individual stocks over time.

Answer: <https://biology-forums.com/index.php?topic=270764>

### Question 1144

A(n) \_\_\_\_\_ SmartArt diagram shows a proportional relationship with the largest component on the top or the bottom.

Answer: <https://biology-forums.com/index.php?topic=271167>

### Question 1145

- A handle, indicated by faint dots on the outside border of a selected chart
- A) enables you to adjust the size of the chart.
  - B) is a label that describes either the category axis or the value axis.
  - C) is a miniature chart contained in a single cell.
  - D) is a label that describes the chart.

Answer: <https://biology-forums.com/index.php?topic=270769>

### Question 1146

- A \_\_\_\_\_ displays when you point your mouse over a static cross-reference entry in a document
- A) ScreenTip
  - B) paragraph number
  - C) page number
  - D) cross-reference name

Answer: <https://biology-forums.com/index.php?topic=271459>

### Question 1147

Creating a chart involves selecting the data \_\_\_\_\_ and choosing the chart type.

Answer: <https://biology-forums.com/index.php?topic=270783>

### Question 1148

Match the following terms with their definitions:

- I. template A. file that includes a theme, layout, and possible content
- II. outline B. indicates levels of importance
- III. hierarchy C. shows presentation in levels according to points and subpoints
- IV. Outline view D. main points
- V. Level 1 E. method of organizing text hierarchically

Answer: <https://biology-forums.com/index.php?topic=271109>

### Question 1149

After you add sources to a document, they are saved in a(n) \_\_\_\_\_, a database of all citation sources.

Answer: <https://biology-forums.com/index.php?topic=271475>

### Question 1150

A(n) \_\_\_\_\_ is a Lines shape that is attached to and moves with other shapes.

Answer: <https://biology-forums.com/index.php?topic=271162>

### Question 1151

The COUNTA function

- A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- B) evaluates true or false.
- C) tallies the number of cells in a range that are not empty.
- D) displays the current date.

Answer: <https://biology-forums.com/index.php?topic=270686>

### Question 1152

Match the following terms to their meanings:

- I. Database A. Contains a complete set of fields describing a person, place, or idea.
- II. Table B. Contains a singular data element such as a first name, last name, or identification number
- III. Record C. Contains one or more tables that store data
- IV. Field D. The main components of an Access database which give it functionality.
- V. Object E. Contains a set of related records.

Answer: <https://biology-forums.com/index.php?topic=270383>



### Question 1153

A(n) \_\_\_\_\_ font is a font has small lines at the end of letters.

Answer: <https://biology-forums.com/index.php?topic=271099>

### Question 1154

Match the Word group with the function it can serve:

- I. Comments group A. opens a markup balloon
- II. Changes group B. view changes in Final or Original view
- III. Index group C. show or hide index fields, for examples
- IV. Tracking group D. accept or reject revisions
- V. Paragraph group E. mark entries within a document

Answer: <https://biology-forums.com/index.php?topic=271490>

### Question 1155

Adjustments in the UAC control settings range from Never notify to \_\_\_\_\_ notify.

Answer: <https://biology-forums.com/index.php?topic=271652>

### Question 1156

Gina is working in a database that stores employee data. Gina's boss wants her to design a form that will make a data entry easier. Her boss wants her to include the company name and logo on the form. Gina can add this information to the Form \_\_\_\_\_ section.

Answer: <https://biology-forums.com/index.php?topic=270584>

### Question 1157

Mail \_\_\_\_\_ is the process of combining text from a main document with a data source.

Answer: <https://biology-forums.com/index.php?topic=271554>

### Question 1158

Using Conditional Formatting to draw attention to cells containing errors

- A) helps locate errors in cells quickly.
- B) displays a particular color based on the relative value of the cell contents to other selected cells.
- C) calculates an aggregate for values in a range or database.
- D) displays an icon representing a value in the top third based on values in the selected range.

Answer: <https://biology-forums.com/index.php?topic=270856>

### Question 1159

Which of the following is TRUE about the Recent Documents list in Office 2010?

- A) It constantly changes.
- B) It is accessed from the Home tab.
- C) All files located on your hard drive can be accessed from it.
- D) It can be quickly accessed with the F10 key.

Answer: <https://biology-forums.com/index.php?topic=270912>

### Question 1160

The intersection of a column and row is a table is referred to as a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271540>

### Question 1161

The \_\_\_\_\_ function returns the number of fields that have data entered in a particular column but ignores null values.

Answer: <https://biology-forums.com/index.php?topic=270527>

### Question 1162

Shadows, gradients, and 3-D effects are part of the \_\_\_\_\_ gallery.

- A) WordArt Text Effects
- B) SmartArt Quick Styles
- C) WordArt Quick Styles
- D) Shapes Quick Styles

Answer: <https://biology-forums.com/index.php?topic=271138>

### Question 1163

The column index number

- A) is the periodic interest rate, such as a monthly interest rate.
- B) looks up a value in a horizontal lookup table where the first row contains the values to compare with the lookup value.
- C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
- D) is the argument in a VLOOKUP function that identifies from which column to return a value.

Answer: <https://biology-forums.com/index.php?topic=270697>

### Question 1164

What type of control is used to help keep controls aligned horizontally and vertically, giving forms a uniform appearance?

- A) Bounded
- B) Layout
- C) Unbounded
- D) Calculated

Answer: <https://biology-forums.com/index.php?topic=270541>

### Question 1165

What does MIDI stand for in regard to an audio file?

- A) Musical Instrument Data Interface
- B) Music on the Internet for Data Interchange
- C) Music Internet Data Interchange
- D) Musical Instrument Digital Interface

Answer: <https://biology-forums.com/index.php?topic=271218>

### Question 1166

As you are removing areas of a background that you want to discard, you can press \_\_\_\_\_ to see what the picture currently looks like.

- A) Ctrl
- B) Shift
- C) F3
- D) Esc

Answer: <https://biology-forums.com/index.php?topic=271202>

### Question 1167

Setting a \_\_\_\_\_-pt After spacing in a document that is single spaced creates the appearance of a double-space after the paragraph even though Enter is pressed only once.

- A) 6
- B) 12
- C) 18
- D) 24

Answer: <https://biology-forums.com/index.php?topic=271368>

### Question 1168

By default, Word sequentially numbers footnotes as:

- A) 1, 2, 3 ...
- B) I, II, III ...
- C) i, ii, and iii ...
- D) A, B, C, ...

Answer: <https://biology-forums.com/index.php?topic=271440>

### Question 1169

You can search for and locate video clips from the \_\_\_\_\_ pane within PowerPoint.

Answer: <https://biology-forums.com/index.php?topic=271252>

### Question 1170

\_\_\_\_\_ orientation is a page displayed or printed that is taller than it is wide.

Answer: <https://biology-forums.com/index.php?topic=270954>

### Question 1171

Match the following dialog box names with the features they offer:

- I. Word Options A. display a document at 75%, for example  
II. Zoom B. change the margins  
III. Page Setup C. a file will have a .doc or .docx extension  
IV. Save As D. select type of content that you want checked within a file  
V. Document Inspector E. make sure backups occur in a timely manner

Answer: <https://biology-forums.com/index.php?topic=271344>

### Question 1172

What does pressing the hyphen (-) do when showing a slide show?

- A) Advances through the slides  
B) Returns to a previous slide  
C) Goes to a specific slide that you specify after pressing the hyphen  
D) Ends a slide show

Answer: <https://biology-forums.com/index.php?topic=270997>

### Question 1173

You can use \_\_\_\_\_ names in formulas instead of cell references.

Answer: <https://biology-forums.com/index.php?topic=270730>

### Question 1174

The first row of a data source for a mail merge is known as the:

- A) primary row.  
B) merge field.  
C) filter.  
D) header row.

Answer: <https://biology-forums.com/index.php?topic=271527>

### Question 1175

How do you drag a window out of the way that may be obstructing another window?

- A) Hover the mouse arrow over the title bar until it changes to a double-arrow, then drag it  
B) Click the title bar to move it  
C) Click the control buttons and drag it  
D) Double-click anywhere in the window to automatically move it alongside the other windows

Answer: <https://biology-forums.com/index.php?topic=271608>

### Question 1176

Database design begins with:

- A) creating the correct forms.  
B) creating the correct queries.  
C) grouping data into the correct tables.  
D) grouping the data in alphabetical order.

Answer: <https://biology-forums.com/index.php?topic=270337>

### Question 1177

The Chart Tools Design \_\_\_\_\_ tab contains options to modify the overall chart design.

Answer: <https://biology-forums.com/index.php?topic=270785>

### Question 1178

The breakpoint

- A) looks up a value and returns a related result from the lookup table.  
B) is a range containing a lookup table.  
C) is the lowest value for a specific category or series in a lookup table.  
D) is a reference to a cell containing a value to look up.

Answer: <https://biology-forums.com/index.php?topic=270693>

### Question 1179

Which of the following is TRUE about .txt files when importing an outline?

- A) All formatting is retained.

- B) Each line of the outline becomes a slide when imported.
- C) They cannot be transferred among platforms.
- D) Files with a .txt extension have a saved hierarchical structure.

Answer: <https://biology-forums.com/index.php?topic=271060>

### Question 1180

Match the following groups with the item or function most associated with that group:

- I. Comments group A. markup tools to accept or reject changes that a review added
- II. Changes group B. add a title to an image, figure, or table
- III. Citations & Bibliography group C. choose MLA or APA, for example
- IV. Captions group D. update changes to a table
- V. Table of Authorities group E. text added to a document to remind or inform of something

Answer: <https://biology-forums.com/index.php?topic=271492>

### Question 1181

Which of the following fonts does NOT contain special symbols?

- A) Wingdings
- B) Calibri
- C) Webdings
- D) Symbol

Answer: <https://biology-forums.com/index.php?topic=271385>

### Question 1182

The \_\_\_\_\_ tab holds all of the operations necessary to carry out data import and export.

- A) External Data
- B) Database Tools
- C) Create
- D) Home

Answer: <https://biology-forums.com/index.php?topic=270355>

### Question 1183

Clicking \_\_\_\_\_, and then the Options button will allow you to set the Proofing options in PowerPoint 2010.

Answer: <https://biology-forums.com/index.php?topic=271017>

### Question 1184

The three areas of the Background Styles gallery include \_\_\_\_\_, moderate, and intense.

Answer: <https://biology-forums.com/index.php?topic=271102>

### Question 1185

Match the following keyboard strokes while in Outline view with its function:

- I. Tab A. create a new slide or bullet at the same level
- II. Shift+Tab B. promotes an item
- III. Enter C. remove highlighted content
- IV. Delete D. demotes an item
- V. Shift+Tab twice E. decreases the indent two levels

Answer: <https://biology-forums.com/index.php?topic=271107>

### Question 1186

A \_\_\_\_\_ produces professional appearing formatted information derived from the information contained in tables or queries.

- A) primary key
- B) criterion
- C) report
- D) form

Answer: <https://biology-forums.com/index.php?topic=270350>

### Question 1187

Which of the following statements is true in reference to comparing the sections in Access forms and the sections in Access reports?

- A) Forms have more sections than reports, and working with report sections is much different from working with form sections.
- B) Reports have more sections than forms, but working with report sections is similar to working with form sections.
- C) Forms have the same number of sections as reports, and working with report sections is similar to working with form sections.
- D) Forms have the same number of sections as reports, but working with report sections is much different from working with form sections.

Answer: <https://biology-forums.com/index.php?topic=270568>

### Question 1188

What is the default line border for tables in Word 2010?

- A) A single line
- B) A thin double line
- C) A thick border line
- D) A dashed line

Answer: <https://biology-forums.com/index.php?topic=271506>

### Question 1189

The PV is

- A) a set of range names.
- B) is a word or a string of characters that represent one or more cells.
- C) the present value of the loan.
- D) why you do not have to make the cell reference absolute in the formula.

Answer: <https://biology-forums.com/index.php?topic=270702>

### Question 1190

Contextual mistakes in PowerPoint 2010 are noted by:

- A) a red wavy underline.
- B) dark red bolded text.
- C) a thick green underline.
- D) blue flashing text.

Answer: <https://biology-forums.com/index.php?topic=270984>

### Question 1191

QAT in Word 2010 refers to the \_\_\_\_\_ Toolbar.

Answer: <https://biology-forums.com/index.php?topic=271320>

### Question 1192

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 1193

Having the Mini toolbar and Enhanced Screen Tips show in Word is a function of the \_\_\_\_\_ menu category of the Word options.

- A) Advanced
- B) Proofing
- C) General
- D) Add-Ins

Answer: <https://biology-forums.com/index.php?topic=271284>

### Question 1194

Match the following audio file format descriptions with their file format type:

- I. used to create sound files for UNIX computers A. AU Audio file
- II. compressed sound file that uses MPEG Audio Layer 3 codec B. MP3 Audio file
- III. not compressed--can result in large files; originally

for Apple computers C. MIDI file  
IV. sound format used to distribute recorded music,  
usually over the Internet D. AIFF Audio file  
V. standard format for musical data between instruments  
and synthesizers E. Windows Media  
Audio file

Answer: <https://biology-forums.com/index.php?topic=271269>

### Question 1195

\_\_\_\_\_ are the placeholders for the variable data that is inserted into individual letters in a mail merge.

Answer: <https://biology-forums.com/index.php?topic=271556>

### Question 1196

What happens to RAM when electricity is lost or the computer shuts down suddenly and a document that you are working on has not yet been saved?

- A) Nothing; RAM is permanent.
- B) The contents in RAM are erased.
- C) The document is automatically saved and nothing is lost in RAM.
- D) RAM saved everything in it for previous ten minutes.

Answer: <https://biology-forums.com/index.php?topic=270899>

### Question 1197

The default orientation for printing slides is \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271028>

### Question 1198

What is the keyboard shortcut to center text?

- A) Ctrl+E
- B) Ctrl+C
- C) Shift+C
- D) Ctrl+Shift+C

Answer: <https://biology-forums.com/index.php?topic=271366>

### Question 1199

What is the most common modification procedure of objects?

- A) Resizing
- B) Rotating
- C) Recoloring
- D) Flipping

Answer: <https://biology-forums.com/index.php?topic=271145>

### Question 1200

The left pane of a standard PowerPoint window contains the \_\_\_\_\_ and \_\_\_\_\_ tabs.

- A) Slides; Outline
- B) Add-Ins; Outline
- C) Slides; View
- D) Slides; Slide Show

Answer: <https://biology-forums.com/index.php?topic=270967>

### Question 1201

Match the parts of the Excel Window to its meaning:

- I. Name Box A. Displays the content of the active cell
- II. Formula bar B. Displays the name of a worksheet within a workbook
- III. Sheet tab C. Identifies a cell by a column letter and row number
- IV. Cell D. Identifies the address of the current (active) cell
- V. Cell address E. Intersection of a column or row

Answer: <https://biology-forums.com/index.php?topic=270661>

### Question 1202

A form that displays fields in a vertical column, and displays one record at a time is in a \_\_\_\_\_ layout.

Answer: <https://biology-forums.com/index.php?topic=270577>

### Question 1203

Sorting Dates oldest to newest

- A) is the process of displaying only records that meet specific conditions.
- B) arranges dates in alphabetical order.
- C) is a Text Filter.
- D) displays data in chronological order.

Answer: <https://biology-forums.com/index.php?topic=270839>

### Question 1204

Match each Form tool with its function

- I. Form A. Creates a two-part form with a stacked layout in one section and a tabular layout in the other.
- II. Form Design B. Creates a custom form based on questions you answer.
- III. Blank Form C. Creates a form in a stacked layout displaying all of the fields in the record source.
- IV. Form Wizard D. Creates an empty form in Layout view
- V. Split Form E. Creates an Empty form in Design view

Answer: <https://biology-forums.com/index.php?topic=270604>

### Question 1205

A(n) \_\_\_\_\_ provides legal protection for written and artistic work.

Answer: <https://biology-forums.com/index.php?topic=271244>

### Question 1206

Which of the following views hides the Ribbon?

- A) Draft
- B) Full Screen Reading
- C) Print Layout
- D) Web Layout

Answer: <https://biology-forums.com/index.php?topic=271299>

### Question 1207

\_\_\_\_\_ refers to using and documenting the work of another as your own.

Answer: <https://biology-forums.com/index.php?topic=271473>

### Question 1208

Match the chart elements to their meanings:

- I. The chart area A. contains graphical representation of values in data series
- II. The Plot Area B. provides descriptive group names for subdividing the data series
- III. The X-axis C. horizontal line that borders the plot area to provide a frame of reference for measurement
- IV. The Y-axis D. vertical line that borders the plot area to provide a frame of reference for measurement
- V. The category axis E. contains the entire chart and all of its elements

Answer: <https://biology-forums.com/index.php?topic=270807>

### Question 1209

The \_\_\_\_\_ tool is a new feature for images in PowerPoint 2010.

- A) Remove Background
- B) Colors
- C) Crop
- D) Picture

Answer: <https://biology-forums.com/index.php?topic=271200>

### Question 1210

Consider the table pictured above. GrossPay is a calculated field. Which of the following expressions was used to calculate the data for the field?

- A) [HoursWorked]\*[HourlyWage]
- B) [HoursWorked] x [HourlyWage]
- C) [HoursWorked]/([HourlyWage])
- D) [HoursWorked]+ [HourlyWage]

Answer: <https://biology-forums.com/index.php?topic=270497>

### Question 1211

The \_\_\_\_\_ Pane contains a list of all objects on a slide.

Answer: <https://biology-forums.com/index.php?topic=271177>

### Question 1212

If field codes have been toggled on in a table, which cells are shaded?

- A) Only the cells that contain formulas
- B) All cells that contain data or formulas
- C) All cells in a table
- D) Only the cells that contain data

Answer: <https://biology-forums.com/index.php?topic=271515>

### Question 1213

Indentation in a document is established at the \_\_\_\_\_ level.

- A) word
- B) sentence
- C) paragraph
- D) page

Answer: <https://biology-forums.com/index.php?topic=271367>

### Question 1214

All Office 2010 applications allow you to insert clip art from the Illustrations group; \_\_\_\_\_, however, also allows you to insert an object directly from a slide.

- A) Word
- B) Excel
- C) Access
- D) PowerPoint

Answer: <https://biology-forums.com/index.php?topic=270925>

### Question 1215

The \_\_\_\_\_ is the screen display through which a user communicates with the software installed on a drive.

Answer: <https://biology-forums.com/index.php?topic=270937>

### Question 1216

If you do not see comments in a document, click \_\_\_\_\_ on the Review tab and confirm that Comments is toggled on.

- A) Final: Show Markup
- B) Revision marks
- C) Track Changes
- D) Show Markup

Answer: <https://biology-forums.com/index.php?topic=271426>

### Question 1217

How do you move a slide in collapsed outline view?

- A) Click the slide title and drag it to the new location
- B) Position the pointer over a slide icon until it turns to a four-headed arrow and drag it
- C) Position the pointer over the slide number until it turns to a four-headed arrow and drag it
- D) Click the slide number and drag it to the new location

Answer: <https://biology-forums.com/index.php?topic=271054>

### Question 1218

SmartArt layouts include combinations of all EXCEPT:

- A) fills.



- B) orientation.
- C) shadowing.
- D) fonts.

Answer: <https://biology-forums.com/index.php?topic=271139>

### Question 1219

Match the following terms with their descriptions:

- I. right tab A. used to align numbers
- II. decimal tab B. characters which display up to the point of a tab setting
- III. dot leader C. used for aligning text in a document
- IV. tab D. text moves to the left of this tab setting
- V. bar tab E. does not position or align text or decimals but instead, inserts a character at the tab setting

Answer: <https://biology-forums.com/index.php?topic=271416>

### Question 1220

Which of the following is TRUE about using database files as data sources in a mail merge?

- A) Field names must be the same in the database file as in the Word document.
- B) The newest Access version saves database files with a .mdb extension.
- C) Information in a database is stored in tables.
- D) Filtering data in a database should always be done in Word, not in Access.

Answer: <https://biology-forums.com/index.php?topic=271530>

### Question 1221

AutoComplete (as it applies to Excel)

- A) adds all the numbers in the row automatically.
- B) searches for and displays any other similar label in the current column as you begin to type.
- C) adds all the numbers in the columns automatically.
- D) is a number that represents a quantity and can be the basis of calculations.

Answer: <https://biology-forums.com/index.php?topic=270612>

### Question 1222

\_\_\_\_\_ is the arrangement and appearance of printed material.

Answer: <https://biology-forums.com/index.php?topic=271388>

### Question 1223

Match the following terms to their descriptions:

- I. Structured reference A. highlights or emphasizes cells that meet certain conditions
- II. Total row B. statistical functions
- III. SUBTOTAL function C. a tag or use of a table element as a reference in a formula
- IV. Conditional formatting D. calculates an aggregate for values in a range or database
- V. Sum, average, min, max E. appears as the last row of a table to display summary statistics

Answer: <https://biology-forums.com/index.php?topic=270888>

### Question 1224

Using the fill handle on a cell containing a formula

- A) cannot complete a sequence of dates in a column.
- B) changes the background color of the selected cells to yellow.
- C) copies the formula in the active cell to other cells and adapts it based upon the type of cell references in the original formula.
- D) has two or more sub-commands related to the command.

Answer: <https://biology-forums.com/index.php?topic=270617>

### Question 1225

A clustered column chart

- A) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.

- B) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.  
C) places (stacks) data in one column per category, with each column having the same height of 100%.  
D) groups or clusters similar data in columns to compare values across categories.

Answer: <https://biology-forums.com/index.php?topic=270753>

### Question 1226

To Freeze Columns and/or rows use the View Tab, Window Group, and then click \_\_\_\_\_ Panes.

Answer: <https://biology-forums.com/index.php?topic=270859>

### Question 1227

- A data bar  
A) highlights cells meeting specified criteria with a specified color, font, or border.  
B) calculates an aggregate for values in a range or database.  
C) formats the bar data in preparation for printing.  
D) is a horizontal gradient or solid fill indicating the cell's relative value compared to other selected cells.

Answer: <https://biology-forums.com/index.php?topic=270851>

### Question 1228

- In which of the following examples would you LEAST LIKELY insert a section break?  
A) Changing font, font size, and alignment in the middle of a document  
B) Needing to insert a wide graph that needs landscape orientation into a document that uses portrait orientation  
C) Changing from a two-column format to a one-column format  
D) Changing page numbering from Roman numerals to Arabic numerals

Answer: <https://biology-forums.com/index.php?topic=271293>

### Question 1229

The \_\_\_\_\_ is the periodic interest on a loan.

Answer: <https://biology-forums.com/index.php?topic=270726>

### Question 1230

Printing a document is available from the \_\_\_\_\_ tab.

- A) File  
B) Home  
C) View  
D) Page Layout

Answer: <https://biology-forums.com/index.php?topic=270914>

### Question 1231

To view data fields that are not visible on your display you can use the vertical or horizontal \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=270373>

### Question 1232

Microsoft Word 2010 outlines that can be imported into a presentation have a \_\_\_\_\_ file extension.

- A) .doc  
B) .wrd  
C) .docx  
D) .wpd

Answer: <https://biology-forums.com/index.php?topic=271057>

### Question 1233

Which of the following is TRUE about how typical text looks on a slide?

- A) Each subsidiary item is indented and the font size is larger  
B) Each subsidiary item is bolded and the font size is smaller  
C) Each subsidiary item is italicized, bolded, and the font size is smaller  
D) Each subsidiary item is indented and the font size is smaller

Answer: <https://biology-forums.com/index.php?topic=271051>

### Question 1234

Match the following features with the appropriate tab:

- I. add a SmartArt diagram to a slide A. Drawing Tools Format tab
- II. insert a picture as fill to a shape B. SmartArt Tools Design tab
- III. apply a Quick Style to a selected shape C. View tab
- IV. access the Text pane D. Home tab
- V. see the grids on a slide E. Insert tab

Answer: <https://biology-forums.com/index.php?topic=271186>

### Question 1235

How do you move to the previous cell in a row?

- A) Alt+Tab
- B) Alt+F1
- C) Shift+Tab
- D) Ctrl+Tab

Answer: <https://biology-forums.com/index.php?topic=271502>

### Question 1236

A field that is defined as a primary key in one table is defined as a(n) \_\_\_\_\_ in a related table.

- A) filter
- B) relational database
- C) foreign key
- D) primary key

Answer: <https://biology-forums.com/index.php?topic=270321>

### Question 1237

The NPER

- A) is the total number of payment periods.
- B) is a word or a string of characters that represent one or more cells.
- C) the present value of the loan.
- D) a set of range names.

Answer: <https://biology-forums.com/index.php?topic=270701>

### Question 1238

To change the page size in a Word document, use the Size command in the \_\_\_\_\_ group.

Answer: <https://biology-forums.com/index.php?topic=271321>

### Question 1239

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 1240

The \_\_\_\_\_ organizes and lists the database objects in an Access database.

- A) report wizard
- B) navigation pane
- C) query tool
- D) form wizard

Answer: <https://biology-forums.com/index.php?topic=270329>

### Question 1241

A enhanced \_\_\_\_\_ displays in Office 2010 when the mouse pointer is placed over a button.

Answer: <https://biology-forums.com/index.php?topic=270942>

### Question 1242

Access is known as a(n) \_\_\_\_\_ because it allows users to administer groups of data in tables and create relationships between tables.

Answer: <https://biology-forums.com/index.php?topic=270376>

### Question 1243

Text automatically wraps in a cell in a table when it is too wide for the width.

Answer: <https://biology-forums.com/index.php?topic=271538>

### Question 1244

You can use Form view to \_\_\_\_\_ the data in a report, for example, to organize fields in order from A to Z.

- A) Sort
- B) Format
- C) Edit
- D) Query

Answer: <https://biology-forums.com/index.php?topic=270565>

### Question 1245

When text automatically continues onto a following page, a hidden \_\_\_\_\_ marker is automatically inserted.

- A) hard return
- B) soft return
- C) soft page break
- D) hard page break

Answer: <https://biology-forums.com/index.php?topic=271278>

### Question 1246

Which of the following is FALSE about the 7 x 7 guideline for presentations?

- A) It suggests that you use no more than seven words per line
- B) You may occasionally be forced to exceed this guideline
- C) It suggests that you try to use no more than seven lines per slide
- D) It suggests that a maximum of seven transitions and seven animations should be used in a presentation.

Answer: <https://biology-forums.com/index.php?topic=270978>

### Question 1247

How is a more extensive array of options, known as a gallery, displayed in Office 2010?

- A) By clicking the More button
- B) By clicking the contextual tab
- C) By choosing the Page Layout tab and clicking the Gallery button
- D) By clicking the Quick Access Toolbar

Answer: <https://biology-forums.com/index.php?topic=270909>

### Question 1248

Match the following terms with their description:

- I. transparency A. solid fill with no transparency
- II. opaque B. marble or denim within a shape
- III. picture fill C. blend of purple and red, for example
- IV. texture fill D. an inserted image into a shape
- V. gradient fill E. how much you can see through a fill

Answer: <https://biology-forums.com/index.php?topic=271190>

### Question 1249

The most basic element of a PowerPoint slide show is a(n) \_\_\_\_\_, similar to a page being the most basic element of Microsoft Word.

Answer: <https://biology-forums.com/index.php?topic=271006>

### Question 1250

Arranging data in a table from A to Z is referred to as \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271549>

### Question 1251

A(n) \_\_\_\_\_ is a key that is switched from one setting to another; Caps Lock is an example.

Answer: <https://biology-forums.com/index.php?topic=271317>

### Question 1252

The \_\_\_\_\_ is a special character that is used to represent one or more characters in the criterion of a query.

- A) wildcard
- B) operator
- C) operand
- D) delimiter

Answer: <https://biology-forums.com/index.php?topic=270404>

### Question 1253

What is the first step to reuse slides from an existing presentation to an open PowerPoint file?

- A) Click File, Open
- B) Click the Open button on the Quick Access Toolbar
- C) Click the Insert tab and the Picture button
- D) Click the New Slide arrow in the Slides group.

Answer: <https://biology-forums.com/index.php?topic=271065>

### Question 1254

Which of the following is NOT a modification element of WordArt?

- A) Text Fill
- B) Text Outline
- C) Text Animation
- D) Text Effects

Answer: <https://biology-forums.com/index.php?topic=271142>

### Question 1255

If you save a presentation with a .pptx file extension, it will open in \_\_\_\_\_ view in PowerPoint 2010.

- A) Presenter
- B) Slide Sorter
- C) Slide Show
- D) Normal

Answer: <https://biology-forums.com/index.php?topic=270971>

### Question 1256

You can make a(n) \_\_\_\_\_ copy of a database file to protect your database against loss or damage.

- A) master
- B) secure
- C) backup
- D) restore

Answer: <https://biology-forums.com/index.php?topic=270344>

### Question 1257

All EXCEPT \_\_\_\_\_ is a type of reference for a cross-reference listing.

- A) Heading
- B) Object
- C) Bookmark
- D) Figure

Answer: <https://biology-forums.com/index.php?topic=271461>

### Question 1258

The quickest way to access a summary of Action Center items is to:

- A) double-click the icon in the Notification area.
- B) click the Start button.
- C) click the icon in the Notification area.
- D) click the Windows Defender icon.

Answer: <https://biology-forums.com/index.php?topic=271617>

### Question 1259

The default blank PowerPoint template uses the \_\_\_\_\_ Theme.

Answer: <https://biology-forums.com/index.php?topic=271094>

### Question 1260

Match the following Mail Merge commands with their description:

- I. Select Recipients A. enables you to select records to include in a merge
- II. Highlight Merge Fields B. choose how to display or process mail merge results
- III. Edit Recipient List C. enables you to select the data source file
- IV. Insert Merge Field D. add fields to a main document
- V. Finish & Merge E. shades fields in the main document to see where merged information is

Answer: <https://biology-forums.com/index.php?topic=271569>

### Question 1261

The \_\_\_\_\_ displays open window buttons as well as the Notification area.

Answer: <https://biology-forums.com/index.php?topic=271636>

### Question 1262

The first step in sorting a table containing data in rows 1 through 10 is:

- A) select the rows to be sorted.
- B) click the Sort button on the Layout tab.
- C) select the table.
- D) click the Layout tab.

Answer: <https://biology-forums.com/index.php?topic=271517>

### Question 1263

The \_\_\_\_\_ view removes white space and does not display the header or footer.

Answer: <https://biology-forums.com/index.php?topic=271329>

### Question 1264

Rows in a table are identified by \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271551>

### Question 1265

A line chart

- A) separates one or more pie slices from the rest of the pie chart.
- B) shows each data point in proportion to the whole data series as a slice in a circular pie.
- C) emphasizes magnitude of changes over time by filling in the space between lines with a color.
- D) uses a line to connect data points in order to show trends over a period of time.

Answer: <https://biology-forums.com/index.php?topic=270759>

### Question 1266

Match the shape or design with their description:

- I. connector A. shape that includes a text box
- II. callout B. geometric or non-geometric object
- III. freeform shape C. the interior contents of a shape
- IV. shape D. Lines shape attached to another shape
- V. fill E. shape with curved and straight lines

Answer: <https://biology-forums.com/index.php?topic=271182>

### Question 1267

A(n) \_\_\_\_\_ is a combination of formatting options that can easily be applied to a shape or graphic.

Answer: <https://biology-forums.com/index.php?topic=271163>

### Question 1268

Changing the order of slides or deleting one or more slides is most easily done in \_\_\_\_\_ view.

- A) Presenter
- B) Reading
- C) Slide Sorter
- D) Slide Show

Answer: <https://biology-forums.com/index.php?topic=270968>

### Question 1269

The \_\_\_\_\_ slides option includes a black border around slides when printed.

Answer: <https://biology-forums.com/index.php?topic=271029>

### Question 1270

A(n) \_\_\_\_\_ is a variable or constant that is needed to produce output for a function in a calculated field.

- A) Argument
- B) Formula
- C) Expression
- D) Syntax

Answer: <https://biology-forums.com/index.php?topic=270474>

### Question 1271

Referencing the image above, what number represents the section where the page number, date and time would appear on each page in the report?

- A) 1
- B) 2
- C) 3
- D) 4

Answer: <https://biology-forums.com/index.php?topic=270573>

### Question 1272

Which of the following is NOT an option in the Arrange group on the Format tab?

- A) Send on Top
- B) Bring Forward
- C) Bring to Front
- D) Send to Back

Answer: <https://biology-forums.com/index.php?topic=271156>

### Question 1273

In which views does a transition appear?

- A) Presentation and Notes views
- B) Normal and Presentation views
- C) Normal and Slide Show views
- D) Slide Show and Reading views

Answer: <https://biology-forums.com/index.php?topic=270990>

### Question 1274

The NOW function

- A) contains another function embedded inside one or more of its arguments.
- B) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
- C) evaluates true or false.
- D) displays the current date and time.

Answer: <https://biology-forums.com/index.php?topic=270688>

### Question 1275

A \_\_\_\_\_ label is text that describes a collection of data points in a chart.

Answer: <https://biology-forums.com/index.php?topic=270781>

### Question 1276

\_\_\_\_\_ attributes include boldfacing, italicizing, and color.

Answer: <https://biology-forums.com/index.php?topic=270945>

### Question 1277

Which of the following is FALSE in regard to Windows Defender?

- A) It requires an annual maintenance fee.
- B) It is antispyware software.
- C) It is included with Windows 7.

D) It identifies and removes spyware.

Answer: <https://biology-forums.com/index.php?topic=271615>

### Question 1278

The AVERAGE function

- A) calculates the arithmetic mean of values in a range.
- B) identifies the midpoint value in a set of values.
- C) identifies the highest value in a range.
- D) displays the lowest value in a range.

Answer: <https://biology-forums.com/index.php?topic=270680>

### Question 1279

The Table Style Options Group

- A) contains check boxes to select format actions such as Header Row which displays the header row when checked.
- B) keeps Table Options visible as you scroll through a worksheet.
- C) is a collection of structured, related data in columns and rows.
- D) enables you to adjust settings to control how many pages will print.

Answer: <https://biology-forums.com/index.php?topic=270834>

### Question 1280

Where does a comment frequently appear in Word 2010?

- A) In a ScreenTip
- B) In a task pane on the right of the window
- C) In a balloon
- D) Directly within the text of the document

Answer: <https://biology-forums.com/index.php?topic=271423>

### Question 1281

Which of the following is FALSE about Word options?

- A) You can change the font default.
- B) Tabs can be added to the Ribbon.
- C) You can customize the Quick Access Toolbar.
- D) You can disallow text to be dragged and dropped.

Answer: <https://biology-forums.com/index.php?topic=271281>

### Question 1282

A company name that you may want included at the top of every page would be inserted as a(n) \_\_\_\_\_.

Answer: <https://biology-forums.com/index.php?topic=271322>

### Question 1283

Match the following terms to their descriptions:

- I. Conditional Formatting that highlights blanks A. is useful to see where you are missing data
- II. Conditional Formatting that highlights errors B. format cells based upon their value in relation to the value of other cells such as the top 10%
- III. Highlight Cell Rules C. horizontal gradient or solid fill indicating the cell's relative value compared to other selected cells
- IV. Top Bottom Rules D. highlight cells meeting specified criteria with a specified color, font, or border
- V. Data bar E. helps locate errors in cells quickly

Answer: <https://biology-forums.com/index.php?topic=270890>

### Question 1284

Match the following terms to their descriptions:



- I. Dataset A. collection of structured, related data in columns and rows
- II. Freezing keeps rows and/or columns B. enables you to adjust settings to control how the worksheet will print
- III. Freeze Top Row C. visible as you scroll through a worksheet
- IV. Previewing the worksheet in Backstage view D. indicates where data starts on a new printed page
- V. A page break E. keeps the top row visible as you scroll through a worksheet

Answer: <https://biology-forums.com/index.php?topic=270883>

### Question 1285

Match the sort options to their explanations:

- I. Table Style controls A. check boxes to select format actions
- II. Table Style Options Group B. fill color of the header row, columns, and records in a table
- III. Sorting Text A to Z C. arranges data in alphabetical order
- IV. Sorting Dates oldest to newest D. arranges numbers in sequential order
- V. Sorting Values smallest to largest E. displays data in chronological order

Answer: <https://biology-forums.com/index.php?topic=270886>

### Question 1286

Which field property type should be applied to fields that should not remain empty?

- A) Required
- B) Format
- C) Indexed
- D) Caption

Answer: <https://biology-forums.com/index.php?topic=270422>

### Question 1287

How does a document appear when you choose the Final option from the Review tab?

- A) Shows the document if all tracked changes are rejected
- B) Shows additions and deletions in balloons in the margin
- C) Shows the additions as inserted text in the document and deletions in balloons in the margin
- D) Shows the document if you accept all tracked changes

Answer: <https://biology-forums.com/index.php?topic=271436>

### Question 1288

If two conditions are not sufficient to evaluate an expression in an expression, Access users can use the \_\_\_\_\_ If function.

Answer: <https://biology-forums.com/index.php?topic=270512>

### Question 1289

Line \_\_\_\_\_ or thickness can be adjusted around a shape.

Answer: <https://biology-forums.com/index.php?topic=271165>

### Question 1290

The \_\_\_\_\_ data type can store text, numerals, and symbols.

- A) Text
- B) Number
- C) Date/Time
- D) Currency

Answer: <https://biology-forums.com/index.php?topic=270412>

### Question 1291

Which of the following galleries enables you to apply a soft glow, soft edges, shadows, or a 3-D look to an object?

- A) Font
- B) Effects
- C) Background Styles

D) Colors

Answer: <https://biology-forums.com/index.php?topic=271078>

### Question 1292

Match the following terms to their meanings:

- I. Query A. A professional, formatted printout of a table or query
- II. Report B. An object that allows you to enter data, modify data, or delete data in a table.
- III. Form C. A question you ask about data stored in a database
- IV. RDBMS D. A collection of related records.
- V. Table E. A program that allows you to manage groups of data in tables and specify relationships among data tables.

Answer: <https://biology-forums.com/index.php?topic=270382>

### Question 1293

To generate a list of information on the same page instead of merging each record onto a separate page, use the \_\_\_\_\_ mail merge.

- A) Letters
- B) Labels
- C) Directory
- D) Envelopes

Answer: <https://biology-forums.com/index.php?topic=271534>

### Question 1294

The \_\_\_\_\_ data type should be applied to fields that contain a combination of characters.

Answer: <https://biology-forums.com/index.php?topic=270441>

### Question 1295

A \_\_\_\_\_ program is a computer application used to create and modify spreadsheets.

Answer: <https://biology-forums.com/index.php?topic=270635>

### Question 1296

\_\_\_\_\_ are two lines on a slide that intersect at the center.

- A) Stacks
- B) Grids
- C) Guides
- D) Line weights

Answer: <https://biology-forums.com/index.php?topic=271153>

### Question 1297

\_\_\_\_\_ a picture removes unwanted external areas of the image.

Answer: <https://biology-forums.com/index.php?topic=271243>

### Question 1298

Which of the following statements is true about how Access and Excel share data:

- A) Access can import data from Excel, but cannot export data to Excel
- B) Access can export data to Excel, but cannot import data from Excel
- C) Access can import data from Excel, and export data to Excel
- D) Access cannot import data from Excel and cannot export data to Excel

Answer: <https://biology-forums.com/index.php?topic=270420>

### Question 1299

Some computer users thought that the previous version of Windows, Windows \_\_\_\_\_, contained excessive UAC prompts; Windows 7 has changed that.

Answer: <https://biology-forums.com/index.php?topic=271650>

### Question 1300

When expanding a search, scroll to the last item in the search results list and select \_\_\_\_\_ to search the entire computer system.

- A) Computer
- B) All Computer

- C) All
- D) My Computer

Answer: <https://biology-forums.com/index.php?topic=271625>

### Question 1301

How many levels of indentation does PowerPoint 2010 allow?

- A) Six
- B) Eight
- C) Nine
- D) Twelve

Answer: <https://biology-forums.com/index.php?topic=271050>

### Question 1302

Match the description of a Word option to the menu category where it is located:

- I. customize the window area A. General
- II. modify how Word corrects and formats text B. Trust Center
- III. create a new tab C. Advanced
- IV. change security settings D. Proofing
- V. specify editing options E. Customize Ribbon

Answer: <https://biology-forums.com/index.php?topic=271339>

### Question 1303

The \_\_\_\_\_ function calculates the periodic payment for a loan with interest.

Answer: <https://biology-forums.com/index.php?topic=270725>

### Question 1304

The \_\_\_\_\_ function measures the amount of time that has elapsed between two dates.

- A) DatePart
- B) Date
- C) DateDiff
- D) DateArithmetic

Answer: <https://biology-forums.com/index.php?topic=270467>

### Question 1305

Which of the following is NOT a type of tab in Word 2010?

- A) Bar tab
- B) Center tab
- C) Decimal tab
- D) Point tab

Answer: <https://biology-forums.com/index.php?topic=271360>

### Question 1306

Revision marks of deleted text show as:

- A) red bold text within the document.
- B) black bolded text.
- C) red text in a balloon.
- D) strikeout lines.

Answer: <https://biology-forums.com/index.php?topic=271431>

### Question 1307

Which of the following is FALSE about endnotes?

- A) An endnote will show at the end of your document.
- B) By default, endnotes are sequentially numbers with lowercase Roman numerals.
- C) Footnotes, endnotes, and bibliographies often contain the same information.
- D) An Endnote can be inserted into a document with the Insert tab.

Answer: <https://biology-forums.com/index.php?topic=271443>

### Question 1308

What do you see what you first click the File tab from a document?

- A) A thumbnail of all of the pages of the file and information about the document
- B) Detailed information about each page of the document
- C) A thumbnail version of the current page and information about the document
- D) Information about the current page and a separate box with information about the full document

Answer: <https://biology-forums.com/index.php?topic=271309>

### Question 1309

Match the following features with their description:

- I. section break A. switch from one setting to another
- II. toggle B. text or graphic that displays behind text
- III. watermark C. forces the next part of a document onto a new page
- IV. hard page break D. when text automatically continues to the next page
- V. soft page break E. marker that divides a document

Answer: <https://biology-forums.com/index.php?topic=271342>

### Question 1310

In addition to setting tabs in the Tabs dialog box, tabs can be set:

- A) on the Quick Access Toolbar.
- B) directly on the ruler.
- C) directly on the Mini toolbar.
- D) directly from the Page Layout tab.

Answer: <https://biology-forums.com/index.php?topic=271361>

### Question 1311

After creating a chart you can change the chart type by using

- A) Page Layout tab / Chart Options button.
- B) Design tab / Change Chart Type button.
- C) Data tab / Chart Changer tool.
- D) You cannot change the chart.

Answer: <https://biology-forums.com/index.php?topic=270771>

### Question 1312

An X Y (scatter) chart

- A) shows values as percentages of the whole but may contain more than one data series.
- B) shows the high, low, and close prices for individual stocks over time.
- C) shows trends using two dimensions on a continuous curve.
- D) shows a relationship between two variables.

Answer: <https://biology-forums.com/index.php?topic=270763>

### Question 1313

A(n) \_\_\_\_\_ is a special character that keeps two or more words together.

Answer: <https://biology-forums.com/index.php?topic=271395>

### Question 1314

Which of the following is TRUE about changing diagram types in SmartArt?

- A) Customized shapes transfer from the old diagram to the new one.
- B) Rotation effects transfer to the new layout.
- C) Changing a diagram type never alters the implication of a diagram.
- D) All effects transfer from the old diagram to the new one.

Answer: <https://biology-forums.com/index.php?topic=271140>

### Question 1315

Which of the following options is NOT a type of list available in Word 2010?

- A) Pyramid list
- B) Numbered list
- C) Multilevel list
- D) Bulleted list

Answer: <https://biology-forums.com/index.php?topic=271362>

### Question 1316

Match the PowerPoint option with its description:

- I. Print Full slides option A. black border prints around each slide
- II. Grayscale option B. prints without gray fills
- III. Pure Black and White option C. print slides for use as a backup
- IV. Frame slides option D. even if slide is set to a large custom size, slide prints on one page
- V. Scale to Fit paper option E. do not want the background printed

Answer: <https://biology-forums.com/index.php?topic=271035>

### Question 1317

The order of various layers of objects is known as the \_\_\_\_\_ order.

Answer: <https://biology-forums.com/index.php?topic=271178>

### Question 1318

Which of the following is NOT possible to do while in Outline view?

- A) Add transitions to the slides
- B) Move easily from one slide to another
- C) Rearrange the order of slides
- D) Copy text from one slide to another

Answer: <https://biology-forums.com/index.php?topic=271049>

### Question 1319

In relational databases, there is a concept known as \_\_\_\_\_ which means that related tables must be consistent with one another.

Answer: <https://biology-forums.com/index.php?topic=270370>