

Question 1

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 2

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 3

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 4

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

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

Question 5

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 6

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 7

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 8

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 9

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

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

Question 10

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 11

A(n) _____ is a citation that appears at the end of a document.

Answer: <https://biology-forums.com/index.php?topic=271479>

Question 12

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 13

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 14

All revisions in a Word document fall into one of two categories: _____ and deletions.

Answer: <https://biology-forums.com/index.php?topic=271472>

Question 15

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 16

A _____ is a PowerPoint presentation with multiple pictures organized similarly to a traditional album.

Answer: <https://biology-forums.com/index.php?topic=271259>

Question 17

The _____ data type contains values that can be used in a calculation.

Answer: <https://biology-forums.com/index.php?topic=270446>

Question 18

A(n) _____ is a special character that keeps two or more words together.

Answer: <https://biology-forums.com/index.php?topic=271395>

Question 19

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 20

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>