

Question 1

In Excel, footers appear at the _____ of the page.

Answer: <https://biology-forums.com/index.php?topic=273450>

Question 2

In Word, _____ list items are preceded by numbers and are usually used to display data that has some type of order.

- A) numerical
- B) numbered
- C) outlined
- D) bulleted

Answer: <https://biology-forums.com/index.php?topic=273051>

Question 3

The _____ has icons that may be located on the taskbar or arranged on the desktop.

Answer: <https://biology-forums.com/index.php?topic=272982>

Question 4

The _____ feature will correct any commonly misspelled words as you type in Word, Excel, PowerPoint, and Access.

- A) SpellCheck
- B) AutoCorrect
- C) AutoType
- D) ErrorCheck

Answer: <https://biology-forums.com/index.php?topic=272797>

Question 5

Match the following terms with their description:

- I. Clip art
- II. Sizing handle
- III. Rotation handle
- IV. Cropping
- V. Anchor
- A. Indicates that a picture is associated with a paragraph
- B. Designed to convey an idea
- C. Reducing the size of a picture by removing unwanted parts
- D. Displays on the top edge of the picture
- E. Displays around the perimeter of the image

Answer: <https://biology-forums.com/index.php?topic=273164>

Question 6

On the References tab, click the _____ box arrow to tell Word how to format your citation.

- A) Type
- B) Format
- C) Style
- D) Writing

Answer: <https://biology-forums.com/index.php?topic=273180>

Question 7

The _____ is the left border of a chart with the value labels.

- A) plot area
- B) horizontal axis
- C) vertical axis
- D) grid area

Answer: <https://biology-forums.com/index.php?topic=273605>

Question 8

The _____ function counts the number of cells in the argument range that contain alphabetical characters or numbers.

- A) COUNT
- B) COUNTA
- C) SUM
- D) COUNTIF

Answer: <https://biology-forums.com/index.php?topic=273585>

Question 9

You should examine your document in _____ before printing.

- A) Print Preview
- B) Normal
- C) Reading
- D) Outline

Answer: <https://biology-forums.com/index.php?topic=273203>

Question 10

P28 is an example of a cell _____.

Answer: <https://biology-forums.com/index.php?topic=273409>

Question 11

_____ refer to the width of the default font size when viewing the width of a column.

Answer: <https://biology-forums.com/index.php?topic=273430>

Question 12

A _____ like Windows 8.1.1 or Mac OS makes extensive use of the mouse to activate buttons and menu items.

- A) Start screen
- B) trackball
- C) touchscreen
- D) graphical user interface

Answer: <https://biology-forums.com/index.php?topic=272930>

Question 13

A(n) _____ list displays associated tasks and recently-used files for a program.

Answer: <https://biology-forums.com/index.php?topic=273005>

Question 14

To paste an object using a keyboard shortcut, press Ctrl + _____.

- A) X
- B) V
- C) Z
- D) C

Answer: <https://biology-forums.com/index.php?topic=272836>

Question 15

The _____ query is a query that tabulates totals across two or more categories.

- A) Find Duplicates
- B) Crosstab
- C) Select
- D) Append

Answer: <https://biology-forums.com/index.php?topic=273871>

Question 16

The most commonly used type of query is the _____ query.

- A) basic
- B) select
- C) update
- D) append

Answer: <https://biology-forums.com/index.php?topic=273869>

Question 17

The Goal Seek _____ box must contain a formula or function.

Answer: <https://biology-forums.com/index.php?topic=273515>

Question 18

In PowerPoint, the _____ button demonstrates the transition and speed of change for each slide.

- A) Duration
- B) Preview
- C) Effect Options
- D) Advance Slide

Answer: <https://biology-forums.com/index.php?topic=273703>

Question 19

In the figure below, what is the name of the button shown?

- A) Align Right
- B) Center Align
- C) Line and Paragraph Spacing
- D) Increase Indent

Answer: <https://biology-forums.com/index.php?topic=273043>

Question 20

Electronic, cartoon-like images are referred to as _____.

Answer: <https://biology-forums.com/index.php?topic=273133>