Illustrated Microsoft Office 365 and Office 2016 Intermediate 1st edition Beskeen Test Bank

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Name:_____ Class:_____ Date:_____

Word 2016 - Module 5: Creating and Formatting Tables

1. The Table button is on the Insert tab.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 10:16 AM

2. Pressing [Enter] moves the insertion point to the next cell in the row.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.109 - Type text in a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

3. The lines that divide columns and rows are called grids.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

4. You can only use the Draw pointer and Erase pointer to change the structure of a table you draw from scratch.
   a. True
   b. False

ANSWER: False

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POINTS: 1
REFERENCES: Customize a Table Format
Word 120
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 1:51 PM
DATE MODIFIED: 4/17/2016 1:52 PM

5. You can convert text that is separated by a comma into a table.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: Insert a Table
Word 107
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:16 AM
DATE MODIFIED: 4/17/2016 11:17 AM

6. You can use the Caption tab in the Table Properties dialog box to add alternative test for a table that will appear on a Web page.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 111
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 12:29 PM
DATE MODIFIED: 4/17/2016 12:31 PM

7. It is often easier to add and delete columns and rows using the mouse.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: Insert and Delete Rows and Columns
Word 108
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.110 - Insert and delete rows and columns

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Word 2016 - Module 5: Creating and Formatting Tables

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8. When you select a row, you must also select the end of row mark for the row to be selected.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Insert and Delete Rows and Columns
Word 108
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.111 - Select rows and columns
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

9. Use the AutoFit command to change the height of rows or the width of columns.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.112 - Resize columns
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

10. You copy and move rows and columns differently than you copy and move text.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Insert and Delete Rows and Columns
Word 109
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:57 AM
DATE MODIFIED: 4/17/2016 11:58 AM

11. Quickly resize a table by dragging the table resize handle to a new location.
   a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.112 - Resize columns
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

12. The Word Draw Table feature allows you to draw table cells exactly where you want them.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Customize a Table Format
Word 121
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 1:48 PM
DATE MODIFIED: 4/17/2016 1:50 PM

13. If you want to sort an entire table, you must select the table.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

14. When you split a cell that contains text, Word splits the text between the new cells.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Split and Merge Cells
Word 114

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Word 2016 - Module 5: Creating and Formatting Tables

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.114 - Split cells
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

15. The Split Cells command allows you to split a table into two tables.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Split and Merge Cells
Word 114
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.114 - Split cells
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

16. Pressing [Enter] at the end of the last cell of a table creates a new row at the bottom of the table. _____

ANSWER: False - Tab, [Tab]
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.109 - Type text in a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

17. When you copy and paste a column within a table, the column is inserted to the left of the column containing the insertion point. _____

ANSWER: True
POINTS: 1
REFERENCES: Insert and Delete Rows and Columns
Word 109
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 12:01 PM
DATE MODIFIED: 4/17/2016 12:07 PM

18. Ascending order lists data alphabetically from A-Z or sequentially from 0-9. _____

ANSWER: True

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Word 2016 - Module 5: Creating and Formatting Tables

POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

19. When sorting text information in a document, the term "fields" refers to text or numbers that are separated by a character, such as a tab or comma. _____

ANSWER: True
POINTS: 1
REFERENCES: Sort Table Data
Word 113
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 12:53 PM
DATE MODIFIED: 4/17/2016 12:55 PM

20. When you copy and paste a row within a table, the row is inserted below the row containing the insertion point. _____

ANSWER: False - above
POINTS: 1
REFERENCES: Insert and Delete Rows and Columns
Word 109
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:59 AM
DATE MODIFIED: 4/17/2016 12:07 PM

21. The Table Tools Layout tab includes buttons for applying table styles and for adding, removing, and customizing borders and shading. _____

ANSWER: False - Design
POINTS: 1
REFERENCES: Apply a Table Style
Word 118
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 4/17/2016 1:41 PM
DATE MODIFIED: 4/17/2016 1:45 PM

22. Each cell in a table has a unique cell address composed of a letter and a number which is used when performing calculations. _____

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ANSWER: False - reference
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

23. Use the buttons in the Table Styles group on the Table Tools Layout tab to apply a table style. _____

ANSWER: False - Design
POINTS: 1
REFERENCES: Apply a Table Style
Word 118
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.115 - Customize a table style
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 1:37 PM

24. The lines that divide columns and rows in a table are called borders. _____

ANSWER: True
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

25. Pressing ____ at the end of a row moves the insertion point to the first cell in the next row.

a. [Spacebar] b. [Tab]
c. [Enter] d. [Ctrl]

ANSWER: b
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
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Word 2016 - Module 5: Creating and Formatting Tables

DATE MODIFIED: 2/26/2016 7:46 PM

26. The lines that divide the columns and rows in a table are called ____.

a. gridlines b. guidelines
c. borders d. dividers

ANSWER: c
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

27. When you want to wrap text around a table, you click the Properties command in the _____ group on the Table Tools Layout tab.

a. Merge b. Data
c. Alignment d. Table

ANSWER: d
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 111
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/17/2016 12:26 PM
DATE MODIFIED: 4/17/2016 12:29 PM

28. Which Table menu command should you use to insert a preformatted table template?

a. Insert Table b. Draw Table
c. Create Table from Template d. Quick Tables

ANSWER: d
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

29. Use the ____ Table menu command to create a table with any number of columns and rows and then select an AutoFit behavior.

a. Quick Tables b. Draw Table

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c. Insert Table d. New Table

ANSWER: c
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

30. You can convert a table to text that is separated by tabs, by selecting the table, clicking the _____ tab, and then clicking the Convert to Text button.

a. Table Tools Layout b. Data
c. Insert d. Home

ANSWER: a
POINTS: 1
REFERENCES: Insert a Table
Word 107
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:21 AM
DATE MODIFIED: 4/17/2016 11:43 AM

31. To convert text to a table, select the text, click the Table button in the Tables group on the Insert tab, and then click _____.

a. Import Text to Table b. Convert Text to Table
c. Import Text d. Change Text to Table

ANSWER: b
POINTS: 1
REFERENCES: Insert a Table
Word 107
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:18 AM
DATE MODIFIED: 4/17/2016 11:21 AM

32. When you move the pointer to the left of two existing rows, a(n) ____ appears outside the table.

a. Insert Control b. New Row icon
c. Mini toolbar d. Table Selector

ANSWER: a
POINTS: 1
REFERENCES: Insert and Delete Rows and Columns
Word 108

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.110 - Insert and delete rows and columns
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

33. How do you insert multiple rows at the same time?
    a. Click Insert Multiple Rows in the Rows & Columns group.
    b. Select the number of rows you want to insert, then use an Insert Control or use the buttons on the Ribbon.
    c. Select one row and click the Insert Above or Insert Below button. You will be prompted to choose how many rows to insert.
    d. You cannot insert multiple rows at the same time.

ANSWER: b
POINTS: 1
REFERENCES: Insert and Delete Rows and Columns
Word 108
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.110 - Insert and delete rows and columns
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

34. A(n) ____ is a box formed by the intersection of a column and a row.
    a. divider b. table
    c. cell d. border

ANSWER: c
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

35. You can quickly center a table on a page by clicking the ____ button in the Paragraph group on the Home tab.
    a. Center b. Align
    c. Center Table d. Line Up

ANSWER: a
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.116 - Align text in cells
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 12:13 PM

36. Press ____ as you drag a border to display the column width or row height measurements on the ruler.
    a. [Alt] b. [Ctrl]
    c. [Shift] d. [Ctrl][Alt]

ANSWER: a
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.112 - Resize columns
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

37. What happens when you click the table move handle?
    a. The table moves.
    b. All the rows and columns are automatically resized.
    c. The table is selected.
    d. The pointer changes to the Move pointer.

ANSWER: c
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.117 - Select a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

38. If you want to quickly make all the columns in a table the same width, which command do you use?
    a. AutoFit Contents b. AutoFit Window
    c. Distribute Rows d. Distribute Columns

ANSWER: d
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.112 - Resize columns

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39. How do you center the text vertically in each table cell?
   a. Select the table and click the Center button in the Paragraph group on the Home tab.
   b. Click the Select button in the Table group, click Select Table, then click the Align Center Left button in the Alignment group.
   c. Select the table and click the Distribute Columns button.
   d. Select the table and click the AutoFit button.

ANSWER: b
POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 12:16 PM

40. Which sort order lists data alphabetically from A to Z?
   a. Alphabetical b. Descending
   c. Sequential d. Ascending

ANSWER: d
POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

41. Use the ____ dialog box to organize the rows of a table in alphabetical or sequential order based on the data in one or more columns.
   a. Organize b. Format Table
   c. Table Properties d. Sort

ANSWER: d
POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.118 - Sort lists and paragraphs

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42. A ____ row is the first row of a table that contains the column headings.
a. header b. title
c. primary d. heading
ANSWER: a
POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

43. Use the ____ dialog box to sort data that is not formatted as a table, such as lists or paragraphs.
a. Sort Text b. Sort
c. Paragraph d. Organize
ANSWER: a
POINTS: 1
REFERENCES: Sort Table Data
Word 113
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.118 - Sort lists and paragraphs
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

44. The Split Cells command appears in the ____ group on the Table Tools Layout tab.
a. Rows & Columns b. Cell Size
c. Merge d. Split
ANSWER: c
POINTS: 1
REFERENCES: Split and Merge Cells
Word 114
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.114 - Split cells
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 1:05 PM

45. When you ____ a cell, you combine adjacent cells into a single larger cell.

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a. combine b. merge
c. split d. join

ANSWER: b
POINTS: 1
REFERENCES: Split and Merge Cells
Word 114
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.119 - Merge cells
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

46. The Cell Margins button appears in the ____ group on the Table Tools Layout tab.
a. Layout b. Cell Size
c. Alignment d. Print Preview

ANSWER: c
POINTS: 1
REFERENCES: Split and Merge Cells
Word 114
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.114 - Split cells
DATE CREATED: 4/17/2016 1:08 PM
DATE MODIFIED: 4/17/2016 1:09 PM

47. The cell in the fifth row of the third column is cell ____.
a. 5C b. 3E
c. E3 d. C5

ANSWER: d
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

48. Which key is used to update the field result of a calculation?
a. [F6] b. [F9]
c. [F4] d. [F3]

ANSWER: b
POINTS: 1
REFERENCES: Perform Calculations in Tables

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Word 116

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.120 - Update a field
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

49. The text following an equal sign (=) is a(n) ____.

a. formula b. cell reference
c. function d. argument

ANSWER: a
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.121 - Insert a formula
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

50. What formula would you use to calculate the total of the values in cells A1 through A4?

a. =SUM(A1:A4) b. =(A1-A4)
c. =SUM(A1-A4) d. =(A1:A4)

ANSWER: a
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 117
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.122 - Sum numbers in a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

51. You can click ____ in the gallery of table styles to remove all borders, shading, and other style elements from the selected table.

a. Clear b. Reset
c. Default d. Remove

ANSWER: a
POINTS: 1
REFERENCES: Apply a Table Style
Word 118
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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LEARNING OBJECTIVES: ENDW.DUFF.16.115 - Customize a table style
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

52. The Colors list arrow is on the ____ tab.
a. Home b. Style
c. Swatches d. Design
ANSWER: d
POINTS: 1
REFERENCES: Apply a Table Style
Word 118
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.123 - Change theme colors
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 1:41 PM

53. The Shading list arrow is in the ____ group.
a. Table Styles b. Borders & Shading
c. Format d. Design
ANSWER: a
POINTS: 1
REFERENCES: Customize a Table Format
Word 120
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.124 - Add shading and borders to a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 1:47 PM

54. To turn gridlines off or on, you should click the View Gridlines button in the ____ group on the Table Tools Layout tab.
a. Data b. Table
c. Format d. Rows & Columns
ANSWER: b
POINTS: 1
REFERENCES: Split and Merge Cells
Word 115
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.124 - Add shading and borders to a table
DATE CREATED: 2/26/2016 7:46 PM
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Word 2016 - Module 5: Creating and Formatting Tables

55. Use the _____ Table menu command to create a complex table by drawing the table columns and rows.

ANSWER: Draw Table
Draw
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

56. You can convert text that is separated by a tab, a(n) _____, or another separator character into a table.

ANSWER: comma
POINTS: 1
REFERENCES: Insert a Table
Word 107
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/17/2016 11:43 AM
DATE MODIFIED: 4/17/2016 11:45 AM

57. A(n) _____ is the box formed by the intersection of a column and a row in a table.

ANSWER: cell
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

58. Use the _____ Table menu command to insert a blank Excel worksheet into a document as an embedded object.

ANSWER: Excel Spreadsheet
POINTS: 1
REFERENCES: Insert a Table
Word 106
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.108 - Insert a table

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Word 2016 - Module 5: Creating and Formatting Tables

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59. _____ sort order lists data alphabetically or sequentially.
ANSWER: Ascending
POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

60. _____ sort order lists data from Z to A, 9 to 0, or latest to earliest.
ANSWER: Descending
POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

61. To open the Formula dialog box, click the Formula button in the _____ group on the Table Tools Layout tab.
ANSWER: Data
data
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/17/2016 1:33 PM
DATE MODIFIED: 4/17/2016 1:35 PM

62. Use the _____ function to quickly total the numbers in a column or row.
ANSWER: SUM
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Completion
HAS VARIABLES: False

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Word 2016 - Module 5: Creating and Formatting Tables

LEARNING OBJECTIVES: ENDW.DUFF.16.122 - Sum numbers in a table
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

63. You must type a(n) _____in any blank cell before using the SUM function.
ANSWER: 0
zero
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.121 - Insert a formula
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 2/26/2016 7:46 PM

64. Describe three ways to resize columns and rows in a table.
ANSWER: Possible answers may include:

1. Drag the border of a column or row to a new location.
2. Double-click a column border to automatically resize the column to fit the text.
3. Use the Distribute Columns and Distribute Rows buttons to make all columns and rows in a table the same width and height.
4. Use the AutoFit button to make the width of the columns fit the text, to adjust the width of the columns so the table is justified between the margins, or to set specific column widths.
5. Set specific cell heights and widths in the Cell Size group on the Table Tools Layout tab.
6. Use the Table Properties dialog box to set an exact width for columns, an exact height for rows, and an exact size for cells.

POINTS: 1
REFERENCES: Modify Rows and Columns
Word 110
Word 111
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.116 - Align text in cells
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 12:17 PM

65. Describe the different ways you can sort data in a table and how to do so.
ANSWER: Rows in a table can be sorted in alphabetical or sequential order, based on the data in one or more columns. To sort data in a table you specify which column(s) to sort by, what type of data you are sorting, and the sort order. You can sort data in ascending order, which lists data alphabetically or sequentially (A-Z, 0-9, or earliest to latest), or in descending order, which lists data in reverse alphabetical or sequential order (Z-A, 9-0, or latest to earliest).

Click the Sort command in the Data group on the Table Tools Layout tab to open the Sort

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dialog box. Choose which column(s) to sort by, choose the type of information you are sorting (text, numbers, or dates), and set the sort order (ascending or descending). Finally, select secondary and tertiary sort criteria if you are sorting by multiple columns.

POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:46 PM
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You manage the Sales department of a company that has four salespeople. You are creating a table that summarizes the company's sales to send to your manager.

66. The sales for the 1st quarter for P. Burke are in cell B4 and the sales for the 2nd quarter are in cell C4. How can you use the SUM function to calculate the total sales for P. Burke in cell D4? (*Hint*: Write the formula.)

ANSWER: =SUM(B4,C4)
=SUM(B4:C4)
=SUM(LEFT)
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 1
LEARNING OBJECTIVES: ENDW.DUFF.16.121 - Insert a formula
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:46 PM
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67. The total sales for Quarter 1 and Quarter 2 for each of the four salespeople are in cells D3 through D6. How would you use the SUM function to calculate the grand total of all the sales?

ANSWER: =SUM(ABOVE)
=SUM(D3:D6)
=SUM(D3,D4,D5,D6)
POINTS: 1
REFERENCES: Perform Calculations in Tables
Word 116
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 1
LEARNING OBJECTIVES: ENDW.DUFF.16.121 - Insert a formula

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Word 2016 - Module 5: Creating and Formatting Tables

TOPICS: Critical Thinking
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68. There are four salespeople in the table. How would you sort the table by the names of the salespeople in alphabetical order?
ANSWER: Select the four rows that contain the names of the salespeople. Click the Sort button in the Data group on the Table Tools Layout tab. Ensure that the Sort criteria is set to Sort by: Column 1, Type: Text, and Ascending order, and then click OK.
POINTS: 1
REFERENCES: Sort Table Data
Word 112
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 1
LEARNING OBJECTIVES: ENDW.DUFF.16.113 - Sort table data by one or more criteria
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:46 PM
DATE MODIFIED: 4/17/2016 1:22 PM

You are preparing a summary budget for an advertising campaign in San Francisco. The contents of the table you have created so far are:

Type	Location	Cost
Web	SFGate.com	25,000
	Examiner.com	3,250
Print	San Francisco Chronicle	27,600
	San Francisco Examiner	15,300
	San Francisco Magazine	12,400
Misc.	Taxi tops	18,000
	Muni bus stops	13,500

69. You decide to combine Print and Misc. into one cell. How can you do this?
ANSWER: You select the Print and the Misc cells, and then click the Merge Cells button in the Merge group on the Table Tools Layout tab.
POINTS: 1
REFERENCES: Split and Merge Cells
Word 114
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 2

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Word 2016 - Module 5: Creating and Formatting Tables

LEARNING OBJECTIVES: ENDW.DUFF.16.119 - Merge cells
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:46 PM
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70. What could you do to quickly make the table more attractive and easy to read?
ANSWER: You could apply a table style to the table. Select a table style by choosing one of the buttons in the Styles Group on the Table Tools Design tab. Once you have applied a style, you could customize the style by changing the theme colors and other design elements.
POINTS: 1
REFERENCES: Apply a Table Style
Word 118
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 2
LEARNING OBJECTIVES: ENDW.DUFF.16.115 - Customize a table style
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 7:46 PM
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Match each item with a statement below.

a.
b.
c.
d.
e.

REFERENCES: Insert and Delete Rows and Columns
Modify Rows and Columns
Word 108
Word 109
Word 110
QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: ENDW.DUFF.16.112 - Resize columns
ENDW.DUFF.16.116 - Align text in cells
DATE CREATED: 2/26/2016 7:46 PM
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71. Show/Hide button
ANSWER: d
POINTS: 1

72. Table move handle

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ANSWER: b
POINTS: 1

73. Distribute Rows button
ANSWER: e
POINTS: 1

74. End of cell or table mark
ANSWER: a
POINTS: 1

75. Resizes a column to fit the text
ANSWER: c
POINTS: 1

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Name:_____ Class:_____ Date:_____

Access 2016 - Module 5: Modifying the Database Structure

True / False

1. Each field must be given an associated field description.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 106
Design Related Tables
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.076 - Set field descriptions in Table Design View
DATE CREATED: 2/26/2016 8:21 PM
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2. You can edit or delete a relationship once it has been created in the Relationships window.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 108
Create One-to-Many Relationships
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

3. The "one" field of a one-to-many relationship is never the primary key field in the table on the "one" side of the relationship.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.077 - Design primary and foreign key fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

4. Enforcing referential integrity guarantees that inaccurate data is not entered into any field.
   a. True
   b. False

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ANSWER: False
POINTS: 1
REFERENCES: Access 108
Create One-to-Many Relationships
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.078 - Enforce referential integrity on a one-to-many relationship
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

5. The Relationships button is found on the Design tab of the ribbon.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 108
Create One-to-Many Relationships
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.078 - Enforce referential integrity on a one-to-many relationship
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 5/17/2016 12:50 PM

6. Referential integrity allows the user to delete a record from the "one" table if it has matching records in the "many" table.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 109
Create One-to-Many Relationships
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.078 - Enforce referential integrity on a one-to-many relationship
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

7. A common place to use an Input Mask property would be for a Phone Number field.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 112

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Modify Short Text Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.079 - Modify the Input Mask property
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

8. A subdatasheet is used to modify field properties.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.080 - Modify the Field Size property for Short Text fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

9. When a Caption property is not entered, the field name is used to label the field.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 113
Modify Short Text Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

10. The Field Size property is not available for Currency fields.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 114
Modify Number and Currency Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:21 PM
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11. Changing the Decimal Places property for a field does not change the actual data stored in the field.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 114
Modify Number and Currency Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.081 - Modify the Decimal Places property
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

12. Modifying the Decimal Places property changes the way the data is presented.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 114
Modify Number and Currency Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.081 - Modify the Decimal Places property
DATE CREATED: 2/26/2016 8:21 PM
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13. For a Date/Time field, use the Format property to display the date 1/17/2017 as January 17, 2017.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 116
Modify Date/Time Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.082 - Modify the Format property for Date/Time fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 5/22/2016 11:15 AM

14. The Validation Rule property is not used with Text or Date/Time fields.
    a. True
    b. False

ANSWER: False

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POINTS: 1
REFERENCES: Access 118
Modify Validation Properties
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.083 - Modify the Validation Rule property
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

15. The Attachment data type is exactly the same as the OLE data type of previous versions of Access.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 120
Create Attachment Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.084 - Create an Attachment field
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

16. You can access the Lookup properties from either Table Datasheet View or Table Design View.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 113
Modify Number and Currency Fields
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/22/2016 11:09 AM
DATE MODIFIED: 5/22/2016 11:10 AM

17. Access 2007-2016 databases are not readable by Access 2003.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 121
Create Attachment Fields
QUESTION TYPE: True / False
HAS VARIABLES: False

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Modified True / False

18. Field descriptions may be entered in Table Design View. _____

ANSWER: True
POINTS: 1
REFERENCES: Access 106
Design Related Tables
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.076 - Set field descriptions in Table Design View
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

19. If the primary key field on the "one" side of a one-to-many relationship has an AutoNumber data type, then the data type on the foreign key field must be set to AutoNumber. _____

ANSWER: False - Number
POINTS: 1
REFERENCES: Access 107
Design Related Tables
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.087 - Set field data types in Table Design View
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

20. To move a field list in the Relationships window, drag the table's primary key field. _____

ANSWER: False - title bar
POINTS: 1
REFERENCES: Access 108
Create One-to-Many Relationships
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

21. To edit the list of values for a Lookup Field in Datasheet View, click the Edit List Items button.
_____

ANSWER: True
POINTS: 1
REFERENCES: Access 110
Create Lookup Fields

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QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.094 - Edit data in a Lookup field
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

22. To quickly remove all Lookup properties, change the Display Control property to Combo Box.
_____

ANSWER: False - Text
POINTS: 1
REFERENCES: Access 110
Create Lookup Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.089 - Modify field Lookup properties
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

23. You can modify the Field Size property of a Short Text field. _____

ANSWER: True
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.080 - Modify the Field Size property for Short Text fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

24. The Input Mask property provides a pattern for data to be entered using three parts.

ANSWER: True
POINTS: 1
REFERENCES: Access 113
Modify Short Text Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.090 - Enter data using an input mask
DATE CREATED: 2/26/2016 8:21 PM
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25. You can modify the Field Size property of a Number field. _____

ANSWER: True
POINTS: 1
REFERENCES: Access 114

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Modify Number and Currency Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.091 - Modify the Field Size property for Number fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

26. A(n) Number data type is used to store values that represent money. _____
ANSWER: False - Currency
POINTS: 1
REFERENCES: Access 114
Modify Number and Currency Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.091 - Modify the Field Size property for Number fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

27. The .jpg file extension is short for JPEG, an acronym for the Joint Photographic Experts Group.
_____
ANSWER: True
POINTS: 1
REFERENCES: Access 120
Create Attachment Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

28. Property Tags are buttons that automatically appear in certain conditions.
ANSWER: False - Smart
POINTS: 1
REFERENCES: Access 117
Modify Date/Time Fields
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 5/22/2016 11:22 AM
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Multiple Choice

29. In an Access relational database, to tie the information from one table to another, a(n) ____ must be common to each table.
a. record b. field

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c. object d. property

ANSWER: b
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.085 - Analyze one-to-many relationships
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

30. A relational database can best be described as a collection of related ____ designed to minimize redundant data.
a. indexes b. tables
c. links d. properties

ANSWER: b
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.086 - Design tables and fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

31. Which of the following is a clue that a database needs to be redesigned?
a. Key fields are defined for each table.
b. One-to-many relationships are defined for each table.
c. There are multiple tables in the database.
d. There is redundant data in one or more tables.

ANSWER: d
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.086 - Design tables and fields
DATE CREATED: 2/26/2016 8:21 PM
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32. The goal of building one-to-many relationships between tables is to minimize ____ data.
a. redundant b. textual
c. numeric d. rarely used

ANSWER: a

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Access 2016 - Module 5: Modifying the Database Structure

POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.085 - Analyze one-to-many relationships
DATE CREATED: 2/26/2016 8:21 PM
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33. The ____ key field is the linking field on the “many” side of the relationship.
a. record b. table
c. link d. foreign
ANSWER: d
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.077 - Design primary and foreign key fields
DATE CREATED: 2/26/2016 8:21 PM
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34. Which of the following is NOT a good candidate for a primary key field for a Customer table?
a. Last Name b. Customer Number
c. Employee Identification Number d. Customer ID
ANSWER: a
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.077 - Design primary and foreign key fields
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35. A(n) ____ key field is the field used on the "one" side of a one-to-many relationship.
a. primary b. first
c. foreign d. infinity
ANSWER: a
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.077 - Design primary and foreign key fields
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36. A field that contains unique information for each record is called a(n) ____ field.
    a. text b. data
    c. linking d. primary key
ANSWER: d
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.077 - Design primary and foreign key fields
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37. Which of the following is NOT a problem with duplicated data?
    a. It is error-prone.
    b. It limits query capabilities.
    c. It limits reporting capabilities.
    d. It creates its own one-to-many relationships.
ANSWER: d
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.086 - Design tables and fields
DATE CREATED: 2/26/2016 8:21 PM
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38. Which of the following is NOT a principle of relational database design?
    a. Design each table to contain fields that describe only one subject.
    b. Identify a primary key field or key field combination for each table.
    c. Data should be entered before table relationships are built.
    d. Build one-to-many relationships between the tables of your database using a field common to each table.
ANSWER: c
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.086 - Design tables and fields
DATE CREATED: 2/26/2016 8:21 PM
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39. The table that joins to other tables that have many-to-many relationship is called the ____ table.
a. junction b. linking
c. primary d. relational
ANSWER: a
POINTS: 1
REFERENCES: Access 105
Examine Relational Databases
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:21 PM
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40. What data type sequences each new record with the next available integer?
a. Yes/No b. Memo
c. Attachment d. AutoNumber
ANSWER: d
POINTS: 1
REFERENCES: Access 106
Design Related Tables
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.087 - Set field data types in Table Design View
DATE CREATED: 2/26/2016 8:21 PM
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41. Which of the following is NOT defined in Table Design View?
a. field names b. field entries
c. data types d. field properties
ANSWER: b
POINTS: 1
REFERENCES: Access 106
Design Related Tables
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.087 - Set field data types in Table Design View
DATE CREATED: 2/26/2016 8:21 PM
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42. You can enter optional field descriptions in Table ____ View.

a. SQL b. Query

c. Design d. Layout

ANSWER: c
POINTS: 1
REFERENCES: Access 106
Design Related Tables
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.076 - Set field descriptions in Table Design View
DATE CREATED: 2/26/2016 8:21 PM
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43. Which of the following is NOT shown on a Relationship report?

a. table names b. field names

c. primary key field data values d. one-to-many relationship lines

ANSWER: c
POINTS: 1
REFERENCES: Access 108
Create One-to-Many Relationships
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.088 - Create a Relationship report
DATE CREATED: 2/26/2016 8:21 PM
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44. The process of removing and fixing orphan records is often called ____.

a. scrubbing the database b. enforcing rules

c. applying syntax d. adding criteria

ANSWER: a
POINTS: 1
REFERENCES: Access 109
Create One-to-Many Relationships
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.078 - Enforce referential integrity on a one-to-many relationship
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45. The ____ property determines whether users can add or edit the list of items in a Lookup field.

a. Row Source b. Limit to List

c. Allow Value List Edits d. Display Control

ANSWER: c

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Access 2016 - Module 5: Modifying the Database Structure

POINTS: 1
REFERENCES: Access 110
Create Lookup Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.089 - Modify field Lookup properties
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46. The ____ Lookup property determines whether you can enter a new value into a field with other Lookup properties.
a. Row Source b. Limit to List
c. Allow Value List Edits d. Display Control
ANSWER: b
POINTS: 1
REFERENCES: Access 110
Create Lookup Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.089 - Modify field Lookup properties
DATE CREATED: 2/26/2016 8:21 PM
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47. ____ properties allow you to supply a drop-down list of values for a field.
a. Key b. Relationship
c. Lookup d. Junction
ANSWER: c
POINTS: 1
REFERENCES: Access 110
Create Lookup Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.089 - Modify field Lookup properties
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48. The Field Properties pane displays information for how many fields at the same time?
a. Only the selected field. b. However many are visible in the window.
c. All of the fields in that particular table. d. All of the fields in the entire database.
ANSWER: a
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: Multiple Choice

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Access 2016 - Module 5: Modifying the Database Structure

HAS VARIABLES: False
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49. What property controls both the values that users can enter into a text box and provides a visual guide as users enter data?

a. Format b. Caption
c. Default Value d. Input Mask

ANSWER: d
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.079 - Modify the Input Mask property
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50. (999)000-000;1;_ would be a possible entry for which field property?

a. Format b. Input Mask
c. Caption d. Validation Rule

ANSWER: b
POINTS: 1
REFERENCES: Access 112-113
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.090 - Enter data using an input mask
DATE CREATED: 2/26/2016 8:21 PM
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51. Where do you modify field properties?

a. In Table Layout View.
b. In Table Design View.
c. In Database Design View
d. As you are entering data in a form.

ANSWER: b
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.080 - Modify the Field Size property for Short Text fields

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Access 2016 - Module 5: Modifying the Database Structure

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52. Which of the following is NOT true about field properties?
a. Modifying them helps ensure database accuracy.
b. Some are required, and some are optional.
c. They are the same for each data type.
d. They can be used to change the way data is displayed.

ANSWER: c
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.080 - Modify the Field Size property for Short Text fields
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53. A good Field Size property value for a state abbreviation field is ____.
a. 2 b. 10
c. 50 d. 255

ANSWER: a
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.080 - Modify the Field Size property for Short Text fields
DATE CREATED: 2/26/2016 8:21 PM
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54. The Input Mask property contains how many parts?
a. 1 b. 2
c. 3 d. 4

ANSWER: c
POINTS: 1
REFERENCES: Access 113
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.090 - Enter data using an input mask
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55. The ____ property provides a label used to describe the field.

a. Format b. Caption

c. Input Mask d. Default Value

ANSWER: b
POINTS: 1
REFERENCES: Access 113
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:21 PM
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56. Which Short Text field property should you use to specify whether an entry was required for the field?

a. Default Value b. Default

c. Required d. Test

ANSWER: c
POINTS: 1
REFERENCES: Access 113
Modify Short Text Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.080 - Modify the Field Size property for Short Text fields
DATE CREATED: 2/26/2016 8:21 PM
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57. Which of the following is NOT a possible entry for the Field Size property of a Number field?

a. Currency b. Byte

c. Long Integer d. Single

ANSWER: a
POINTS: 1
REFERENCES: Access 115
Modify Number and Currency Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.091 - Modify the Field Size property for Number fields
DATE CREATED: 2/26/2016 8:21 PM
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58. Byte, Long Integer, Single, and Double are examples of entries for which property?

a. Field Size b. Format

c. Input Mask d. Validation Rule

ANSWER: a
POINTS: 1

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REFERENCES: Access 114 -115
Modify Number and Currency Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.091 - Modify the Field Size property for Number fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

59. The entry mm/dd/yyyy in a Date/Time field's Format property would display September 6, 2017 as: ____.

a. 09/06/2017 b. 9/6/2017
c. 9/6/17 d. 09/06/17

ANSWER: a
POINTS: 1
REFERENCES: Access 116
Modify Date/Time Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.082 - Modify the Format property for Date/Time fields
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 5/22/2016 11:16 AM

60. >=#1/1/93# is an example of an entry for which property for a Date/Time field?

a. Format b. Default Value
c. Validation Rule d. Input Mask

ANSWER: c
POINTS: 1
REFERENCES: Access 118
Modify Validation Properties
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.092 - Define Validation Rule expressions
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

61. Use the ____ property to display an explanatory message when a user tries to enter data that breaks a validation rule.

a. Validation Rule b. Description Rule
c. Input Mask d. Validation Text

ANSWER: d
POINTS: 1
REFERENCES: Access 118
Modify Validation Properties
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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LEARNING OBJECTIVES: ENHA.FRIE.16.093 - Modify the Validation Text property
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

62. To modify fields and field properties in Table Datasheet View, use the ____ tab on the Ribbon.

a. Edit b. Fields
c. Properties d. Design

ANSWER: b
POINTS: 1
REFERENCES: Access 115
Modify Number and Currency Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 5/22/2016 11:06 AM
DATE MODIFIED: 5/22/2016 11:09 AM

Completion

63. A printout of the Relationships window is called the _____ report.

ANSWER: Relationship
Relationships
POINTS: 1
REFERENCES: Access 108
Create One-to-Many Relationships
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.088 - Create a Relationship report
DATE CREATED: 2/26/2016 8:21 PM
DATE MODIFIED: 2/26/2016 8:21 PM

64. A(n) _____ record is a record in the “many” table that doesn’t have a matching entry in the linking field of the “one” table.

ANSWER: orphan
POINTS: 1
REFERENCES: Access 109
Create One-to-Many Relationships
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.078 - Enforce referential integrity on a one-to-many relationship
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65. The Row _____ Lookup property stores the values for the drop-down list of a Lookup field.

ANSWER: Source

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POINTS: 1
REFERENCES: Access 110
Create Lookup Fields
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.089 - Modify field Lookup properties
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66. The _____ property provides an easy-to-use visual pathway to facilitate accurate data entry.
ANSWER: Input Mask
POINTS: 1
REFERENCES: Access 112
Modify Short Text Fields
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.079 - Modify the Input Mask property
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Matching

Match the following common Number field properties with the correct description.
a. Long integer
b. Single
c. Byte
d. Field size
e. Double
REFERENCES: Access 115
Modify Number and Currency Fields
QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.091 - Modify the Field Size property for Number fields
DATE CREATED: 2/26/2016 8:21 PM
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67. Stores numbers in the range of 10 to the -324th to +324th power
ANSWER: e
POINTS: 1

68. Stores numbers from -2,147,483,648 to 2,147,483,647
ANSWER: a
POINTS: 1

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69. Stores numbers from 0 to 255
ANSWER: c
POINTS: 1

70. Stores numbers times 10 to the -38th to +38th power
ANSWER: b
POINTS: 1

71. Determines the largest number that can be entered in a field
ANSWER: d
POINTS: 1

Subjective Short Answer

72. Anne Michael is working with the table shown below. Explain what will happen when she works with the PaymentNo field in Datasheet View.

Field Name	*Data Type*
PaymentNo	AutoNumber
PaymentDate	Date/Type
PaymentAmt	Currency
SalesNo	Number

ANSWER: The PaymentNo field is an AutoNumber data type. Access automatically provides a unique, sequential value for each record. Anne will not be able to edit that value.
POINTS: 1
REFERENCES: Access 106
Design Related Tables
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.087 - Set field data types in Table Design View
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:21 PM
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73. How does the Enforce Referential Integrity option relate to the creation of orphan records?
ANSWER: Enforce Referential Integrity is a set of rules to help ensure that no orphan records are created in the database. An orphan record is a record in the "many" table that has no match in the "one" table. Checking the Enforce Referential Integrity option prevents this possibility for new records entered into the database.
POINTS: 1
REFERENCES: Access 109
Create One-to-Many Relationships
QUESTION TYPE: Subjective Short Answer

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.078 - Enforce referential integrity on a one-to-many relationship
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:21 PM
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74. Kelsey wants to create queries to answer management questions from a relational database she does not have much experience with. Why might a Relationships report help her create the queries?

ANSWER: A Relationship report would show her how the relational database is designed and includes table names, field names, primary key fields, and one-to-many relationships. This is information that is helpful when creating queries given a query often requires that you select fields from multiple tables. Therefore, she first needs to know the field names, tables, and how the tables are related in order to select the fields you want for the query. The less familiar she is with the database, the more valuable the Relationship report is in explaining how it is structured.
POINTS: 1
REFERENCES: Create One-to-Many Relationships
Access 108
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.088 - Create a Relationship report
TOPICS: Critical Thinking
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Essay

75. Explain why using an employee's last name as the primary key field in the Employees table does not constitute good database design.

ANSWER: A primary key field is a field that contains unique information for each record. Using an employee's last name as the primary key field would be a poor choice because it does not allow for employees with the same last name.
POINTS: 1
REFERENCES: Access 104
Examine Relational Databases
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.077 - Design primary and foreign key fields
TOPICS: Critical Thinking
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Name:_____ Class:_____ Date:_____

Excel 2016 - Module 5: Analyzing Data Using Formulas

True / False

1. The CONCATENATE function breaks a text string into separate strings.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Excel 106
Format Data Using Text Functions
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.085 - Format text data using the CONCATENATE function
DATE CREATED: 2/26/2016 8:04 PM
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2. A delimiter is a data separator.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Excel 107
Format Data Using Text Functions
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.086 - Separate text data using Flash Fill
DATE CREATED: 2/26/2016 8:04 PM
DATE MODIFIED: 2/26/2016 8:04 PM

3. Data can be consolidated from different workbooks in one worksheet.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 110
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.087 - Consolidate data on multiple sheets using AutoSum
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4. Linking to a workbook means that any changes to the original values are automatically reflected in the consolidation sheet as well.
   a. True

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b. False

ANSWER: True
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 110
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.087 - Consolidate data on multiple sheets using AutoSum
DATE CREATED: 2/26/2016 8:04 PM
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5. You cannot use the fill handle to copy a formula with an external reference indicator.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 110
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.087 - Consolidate data on multiple sheets using AutoSum
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DATE MODIFIED: 2/26/2016 8:04 PM

6. You can link a formula to both another worksheet and to another workbook.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 111
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.087 - Consolidate data on multiple sheets using AutoSum
DATE CREATED: 2/26/2016 8:04 PM
DATE MODIFIED: 2/26/2016 8:04 PM

7. The IFERROR function is used to look for spelling errors in Excel.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Check Formulas for Errors

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Excel 112
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.088 - Check for formula errors using IFERROR
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DATE MODIFIED: 2/26/2016 8:04 PM

8. If there are invalid cell references in a formula, the error value #REF! will display in the cell.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.088 - Check for formula errors using IFERROR
DATE CREATED: 2/26/2016 8:04 PM
DATE MODIFIED: 2/26/2016 8:04 PM

9. If a number is divided by zero, the error value #DIV/0! will display in the cell.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.088 - Check for formula errors using IFERROR
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10. If a value in a formula is not available, the error value #VALUE! will display in the cell.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.088 - Check for formula errors using IFERROR

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Excel 2016 - Module 5: Analyzing Data Using Formulas

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11. One way to check worksheet formulas for errors is to display the formulas on the worksheet rather then the formula results.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 112
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.089 - Display worksheet formulas
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12. Names that you assign to cells and cell ranges can be used in formulas.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.090 - Assign names to cells
DATE CREATED: 2/26/2016 8:04 PM
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13. Cell and range names can use uppercase and lowercase letters, digits, and spaces.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.090 - Assign names to cells
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14. To name a range, select the range and then click the Define Name button in the Defined Names group.

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a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.091 - Assign names to cell ranges
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15. The parts of an IF function are separated by parentheses.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.092 - Build a logical formula using the IF function
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16. Symbols, such as less than (<), greater than (>), and equal to (=), are all examples of comparison operators.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 117
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.092 - Build a logical formula using the IF function
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17. The AND function returns a value of TRUE if every logical test in the formula is true.
a. True
b. False

ANSWER: True
POINTS: 1

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REFERENCES: Build a Logical Formula with the AND Function
Excel 118
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.093 - Select the AND function
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18. The symbol < > stands for "equal to."
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Build a Logical Formula with the AND Function
Excel 118
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.094 - Apply logical tests using text
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19. Cell and range names can have spaces.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: True / False
HAS VARIABLES: False
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Modified True / False

20. To avoid a circular reference, you can enable the iteration feature. _____

ANSWER: True
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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21. A linked IF function contains IF functions inside other IF functions. _____

ANSWER: False - nested
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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22. If the formula, =IF(B3>B1,5,0) is entered in cell C3, the value 0 will be stored in cell C3 if the logical test is false. _____

ANSWER: True
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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23. If the formula, =IF(B3>B1,5,0) is entered in cell C3, the value 0 will be stored in cell C3 if the logical test is true. _____

ANSWER: False - 5
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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24. If the value in cell A1 is 10 and the value in cell B1 is 20, the formula, =AND(A1>5,B1>25) will return a result of TRUE. _____

ANSWER: False - FALSE, false
POINTS: 1
REFERENCES: Build a Logical Formula with the AND Function
Excel 118
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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25. If the value in cell A1 is 10 and the value in cell B1 is 20, the formula, =OR(A1>5,B1>25) will return a result of

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TRUE. _____

ANSWER: True
POINTS: 1
REFERENCES: Build a Logical Formula with the AND Function
Excel 118
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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Multiple Choice

26. A common example of a text delimiter is ____.
a. , b. =
c. + d. (

ANSWER: a
POINTS: 1
REFERENCES: Excel 107
Format Data Using Text Functions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.095 - Separate text using Flash Fill
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27. What is the calculated result of the formula =PROPER(“john smith”)?
a. JOHN SMITH b. John Smith
c. john smith d. John smith

ANSWER: b
POINTS: 1
REFERENCES: Excel 106
Format Data Using Text Functions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.096 - Format text data using the PROPER function
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28. Which Excel feature is used to break a data field into separate columns?
a. Break b. Separate Columns
c. Convert Text to Columns d. Concatenate

ANSWER: c
POINTS: 1
REFERENCES: Excel 106

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Format Data Using Text Functions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.096 - Format text data using the PROPER function
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29. Which text function capitalizes the first letter in a string of text?
a. UPPER b. CAPITAL
c. FIRST d. PROPER
ANSWER: d
POINTS: 1
REFERENCES: Excel 106
Format Data Using Text Functions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.096 - Format text data using the PROPER function
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30. The CONCATENATE function joins two or more ____ into one.
a. strings b. formulas
c. cells d. functions
ANSWER: a
POINTS: 1
REFERENCES: Excel 106
Format Data Using Text Functions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.085 - Format text data using the CONCATENATE function
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31. Cell references that reference other sheets behind the summary sheet are known as ____ references.
a. 3-D b. Mirror
c. Backstage d. Stage
ANSWER: a
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.097 - Consolidate data on multiple sheets using 3-D references

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Excel 2016 - Module 5: Analyzing Data Using Formulas

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32. What Excel features uses worksheet data to predict what should be entered into similar column cells?
a. Auto Complete b. Flash Fill
c. Quick Fill d. Auto Fill
ANSWER: b
POINTS: 1
REFERENCES: Excel 106
Format Data Using Text Functions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.086 - Separate text data using Flash Fill
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33. Which Excel function totals only the cells in a range that meet given criteria?
a. COUNTIF b. CONCATENATE
c. SUMIF d. TOTALNUM
ANSWER: c
POINTS: 1
REFERENCES: Excel 108
Sum a Data Range Based on Conditions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.098 - Total data using the SUMIF function
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34. Which Excel function counts the number of cells in a range?
a. SUMIF b. AVERAGEIF
c. COUNTIF d. TOTALSUM
ANSWER: c
POINTS: 1
REFERENCES: Excel 108
Sum a Data Range Based on Conditions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.099 - Count data using the COUNTIF function
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35. Which Excel function averages cells in a range based on a specified condition?

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a. AVERAGEIF b. AVERAGE
c. COUNTIF d. SUMIF

ANSWER: a
POINTS: 1
REFERENCES: Excel 108
Sum a Data Range Based on Conditions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.100 - Summarize data using the AVERAGEIF function
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36. Which button do you click in the Function Library group to select SUMIF from the list of functions?
a. Statistical b. Math & Trig
c. Math Functions d. Trig & Calculus

ANSWER: b
POINTS: 1
REFERENCES: Excel 108
Sum a Data Range Based on Conditions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.098 - Total data using the SUMIF function
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37. Which Excel function checks for errors and displays a message you specify if there is an error in a formula.
a. ERROR b. #ERROR
c. IFERROR d. #IFERROR

ANSWER: c
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 112
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.088 - Check for formula errors using IFERROR
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38. One way to display formulas is by pressing this key combination.
a. [CTRL][+] b. [CTRL][`]
c. [CTRL][F] d. [CTRL][*]

ANSWER: b
POINTS: 1

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REFERENCES: Check Formulas for Errors
Excel 112
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.089 - Display worksheet formulas
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39. Which error code will display if a formula contains a text error?
a. #NA b. #NUM!
c. #NAME? d. #####

ANSWER: c
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.089 - Display worksheet formulas
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40. Which error code will display if a column is not wide enough to display data?
a. ##### b. #NUM!
c. #NULL! d. #NA

ANSWER: a
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.089 - Display worksheet formulas
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41. Which error code will display if a value in a formula is not available?
a. #NAME? b. #VAL
c. #NONE d. #NA

ANSWER: d
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Excel 2016 - Module 5: Analyzing Data Using Formulas

LEARNING OBJECTIVES: ENHE.REDI.16.089 - Display worksheet formulas
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42. Which error code will display if a number is used invalidly in a cell?
    a. #NUM! b. #VAL
    c. #VALUE! d. #NAME?
ANSWER: a
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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43. When used in formulas, names become ____ cell references by default.
    a. absolute b. relative
    c. linked d. unlinked
ANSWER: a
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.101 - Build formulas using names
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DATE MODIFIED: 2/26/2016 8:05 PM

44. Names of cells and ranges cannot use ____.
    a. uppercase letters b. lowercase letters
    c. digits d. spaces
ANSWER: d
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.090 - Assign names to cells
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45. Which of the following is not a valid named range?

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a. Alaska59 b. New quote
c. salary d. Top_Sales

ANSWER: b
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.091 - Assign names to cell ranges
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46. The ____ refers to where you will be able to use a named cell or range in worksheets.
a. range b. location
c. scope d. definition

ANSWER: c
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.091 - Assign names to cell ranges
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47. A condition that can be answered with a true or false response is called a(n) ____.
a. logical test. b. what-if analysis.
c. True_False condition d. IF analysis

ANSWER: a
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.092 - Build a logical formula using the IF function
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48. Which of the following is *NOT* a comparison operator you can use in Excel?
a. < b. >
c. = d. $

ANSWER: d
POINTS: 1

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REFERENCES: Build a Logical Formula with the IF Function
Excel 117
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.102 - Apply comparison operators in a logical test
DATE CREATED: 2/26/2016 8:05 PM
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49. Which comparison operator means not equal to?
a. <> b. #=#
c. ## d. !!

ANSWER: a
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 117
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.102 - Apply comparison operators in a logical test
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50. Which of the following is *NOT* one of the arguments of a PMT function?
a. payment b. pv
c. nper d. rate

ANSWER: a
POINTS: 1
REFERENCES: Calculate Payments with the PMT Function
Excel 120
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.103 - Calculate monthly payments using the PMT function
DATE CREATED: 2/26/2016 8:05 PM
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51. In the cell entry, =[Product.xlsx]Sales!$C$7, [Product.xlsx] refers to the ____.
a. cell reference b. worksheet name
c. function name d. workbook name

ANSWER: d
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 111
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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Excel 2016 - Module 5: Analyzing Data Using Formulas

LEARNING OBJECTIVES: ENHE.REDI.16.097 - Consolidate data on multiple sheets using 3-D references
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52. In the cell entry, =[Product.xlsx]Sales!$C$7, Sales! refers to the ____.
a. cell name b. range name
c. worksheet name d. workbook name
ANSWER: c
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 111
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.097 - Consolidate data on multiple sheets using 3-D references
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53. The _____ function replaces text in a text string.
a. REPLACE b. SEARCH & REPLACE
c. SUBSTITUTE d. STRING
ANSWER: c
POINTS: 1
REFERENCES: Excel 107
Format Data Using Text Functions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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54. The _____ function calculates the current date and time.
a. NOW b. CURRENT
c. TODAY d. DATE
ANSWER: a
POINTS: 1
REFERENCES: Excel 108
Sum a Data Range Based on Conditions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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55. The _____ function calculates the current date only.
a. NOW b. CURRENT

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c. TODAY d. DATE

ANSWER: c
POINTS: 1
REFERENCES: Excel 108
Sum a Data Range Based on Conditions
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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DATE MODIFIED: 5/26/2016 3:06 PM

56. The _____ is an external reference indicator.

a. percent symbol (%) b. caret symbol (^)
c. exclamation point (!) d. asterisk (*)

ANSWER: c
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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Completion

57. The _____ Text to Columns feature breaks data fields in one column into separate columns.

ANSWER: Convert
POINTS: 1
REFERENCES: Excel 106
Format Data Using Text Functions
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.086 - Separate text data using Flash Fill
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58. The _____ function joins two or more text strings into one.

ANSWER: CONCATENATE
POINTS: 1
REFERENCES: Excel 106
Format Data Using Text Functions
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.105 - Format text data using the CONCATENATE feature
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Excel 2016 - Module 5: Analyzing Data Using Formulas

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59. A(n) _____ is a data separator; Excel uses it to separate data into columns.
ANSWER: delimiter
POINTS: 1
REFERENCES: Excel 107
Format Data Using Text Functions
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.086 - Separate text data using Flash Fill
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60. You can reference, or _____ to, data in other sheets and in other workbooks.
ANSWER: link
POINTS: 1
REFERENCES: Consolidate Data Using a Formula
Excel 110
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.097 - Consolidate data on multiple sheets using 3-D references
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61. Press the _____ key to add an absolute reference symbol ($) to a formula.
ANSWER: [F4]
F4
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 112
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.089 - Display worksheet formulas
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62. A cell with a(n) _____ reference contains a formula that refers to its own cell location.
ANSWER: circular
POINTS: 1
REFERENCES: Check Formulas for Errors
Excel 113
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.106 - Correcting circular references

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63. After you name a cell or range, you can define its _____, or the worksheets where you will be able to use it.
ANSWER: scope
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 114
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.091 - Assign names to cell ranges
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

64. The Name _____ dialog box can be used to delete and edit worksheet names.
ANSWER: Manager
POINTS: 1
REFERENCES: Construct Formulas Using Named Ranges
Excel 115
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.107 - Managing workbook names
DATE CREATED: 2/26/2016 8:05 PM
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65. When the condition is a question that can be answered with a true or false response, Excel calls this stated condition a(n) _____ test.
ANSWER: logical
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.092 - Build a logical formula using the IF function
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

66. The _____ function contains three parts: a condition or logical test, an action to take if the condition is true, and an action to take if the condition is false.
ANSWER: IF
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116

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Excel 2016 - Module 5: Analyzing Data Using Formulas

QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

67. The less than (<) and more than (>) symbols are examples of _____ operators.
ANSWER: comparison
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 117
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.102 - Apply comparison operators in a logical test
DATE CREATED: 2/26/2016 8:05 PM
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68. The comparison operator > means _____ than.
ANSWER: greater
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 117
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.102 - Apply comparison operators in a logical test
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

69. You should use the _____ function to reverse the value of an argument.
ANSWER: NOT
POINTS: 1
REFERENCES: Build a Logical Formula with the AND Function
Excel 118
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.108 - Using the OR and NOT logical functions
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

70. The _____ function returns TRUE if any of its arguments are true.
ANSWER: OR
POINTS: 1
REFERENCES: Build a Logical Formula with the AND Function
Excel 118
QUESTION TYPE: Completion

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Excel 2016 - Module 5: Analyzing Data Using Formulas

HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.108 - Using the OR and NOT logical functions
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

71. The _____ function calculates the periodic payment amount for money borrowed.
ANSWER: PMT
POINTS: 1
REFERENCES: Calculate Payments with the PMT Function
Excel 120
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.103 - Calculate monthly payments using the PMT function
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

72. The _____ function calculates the future value of an investment.
ANSWER: FV
POINTS: 1
REFERENCES: Calculate Payments with the PMT Function
Excel 121
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.103 - Calculate monthly payments using the PMT function
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Essay

73. Explain how the SUMIF function works. Use an example.
ANSWER: SUMIF totals only the cells in a range that meet given criteria stored in another range. For example, you can total the values in a column of sales where the sales rep name equals Annette.
POINTS: 1
REFERENCES: Excel 108
Sum a Data Range Based on Conditions
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.098 - Total data using the SUMIF function
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:05 PM
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74. Jake wants to build a formula that tells Excel to multiply the value in cell F6 by 10 if cell B5 equals 5; otherwise, a

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zero should be entered into the cell. Create the formula needed for this calculation.

ANSWER: =IF(B5=5,F6*10,0)
POINTS: 1
REFERENCES: Build a Logical Formula with the IF Function
Excel 116
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.092 - Build a logical formula using the IF function
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

75. Describe two examples of why you would need to use the PMT function.

ANSWER: The PMT function is used to calculate a monthly payment. Two common examples would be figuring out what your monthly payments would be when borrowing money to buy a car or home.
POINTS: 1
REFERENCES: Calculate Payments with the PMT Function
Excel 120
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHE.REDI.16.103 - Calculate monthly payments using the PMT function
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:05 PM
DATE MODIFIED: 2/26/2016 8:05 PM

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Name:_____ Class:_____ Date:_____

Integration - Module 5: Integrating Word and Access

True / False

1. You can choose which records you want to merge from an Access table to a Word document.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.11 - Filter merge recipients
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

2. The first step in merging an Access database with Word is to create a query datasheet.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.12 - Create a query in Access
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

3. An Access table imported into Word is linked, so any changes you make to the database in Access appear in the table exported to Word.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

4. You export an Access table to Word when you will not need to update the exported information when the database information changes.

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a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

5. Once you merge Access data with a form letter, you cannot filter the results.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 6/14/2016 9:57 AM
DATE MODIFIED: 6/14/2016 9:59 AM

6. To save a database with a new name, click the File tab and select the Save As New Database command.
a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:36 AM
DATE MODIFIED: 6/14/2016 10:39 AM

7. When you merge data from an Access database with a Word document, the document opens with the Mail Merge task pane open.
a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word

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Integration - Module 5: Integrating Word and Access

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:39 AM
DATE MODIFIED: 6/14/2016 10:41 AM

8. When you export an Access report to Word, the document is formatted with [Tab] characters that separate the data columns.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:45 AM
DATE MODIFIED: 6/14/2016 10:47 AM

9. To change the margins for a Word document, click the Margins command on the Preview tab.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:58 AM
DATE MODIFIED: 6/14/2016 11:00 AM

Multiple Choice

10. You can merge a(n) ____ database with a Word letter to produce a series of individually addressed form letters.

a. Excel b. PowerPoint
c. Outlook d. Access

ANSWER: d
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.15 - Merge Access data with a form letter
DATE CREATED: 3/1/2016 12:06 PM
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11. When merging from Access to Word, you can initiate the merge process directly from Access by using the ____ feature to merge data contained in an Access query datasheet with a Word document.

a. Merge All b. Merge it

c. Combine Access and Word d. Merge it with Microsoft Office Word

ANSWER: d
POINTS: 1
REFERENCES: Integration 66
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.15 - Merge Access data with a form letter
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

12. The Query Wizard button opens the ____.

a. Simple Query Wizard dialog box b. Smart Query Wizard dialog box

c. Query Wizard dialog box d. Merge it With Microsoft Office Word dialog box

ANSWER: a
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.12 - Create a query in Access
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

13. In Access, the Query Wizard button appears in the ____ tab.

a. File b. Edit

c. Query d. Create

ANSWER: d
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.12 - Create a query in Access
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 6/14/2016 9:40 AM

14. In Access, the ____ is a dialog box where you can select all the fields that you want to include in the table you will merge with a form letter you create in Word.

a. Simple Query Wizard b. Advanced Query Wizard

c. Merge Query Wizard d. Word Query Wizard

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Integration - Module 5: Integrating Word and Access

ANSWER: a
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.12 - Create a query in Access
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

15. In Access, Word Merge is on the ____ tab.
a. Mail b. Merge
c. Mail Merge d. External Data
ANSWER: d
POINTS: 1
REFERENCES: Integration 66
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.15 - Merge Access data with a form letter
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 6/14/2016 9:42 AM

16. The Address Block button is found on the ____ group.
a. Name & Address b. Insert Address
c. Write & Insert Fields d. Address
ANSWER: c
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.16 - Insert merge fields
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

17. Before you click the Finish & Merge button, you should click the ____ button to see if any spaces need to be added or deleted.
a. Preview b. Preview Results
c. Check Spacing d. Preview Merge
ANSWER: b
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word

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Integration - Module 5: Integrating Word and Access

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.17 - Perform a merge
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

18. To include Access data in a Word document, you can export a table or a query to a document ____ that you can open in Word.

a. in Rich Text Format b. as a JPEG
c. in .accdb format d. in HTML format

ANSWER: a
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

19. An Access table you import into Word is not ____.

a. embedded b. editable
c. linked d. locked

ANSWER: c
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

20. If you export an Access report to Word, you can use the tools in Word to convert the report into a(n) ____.

a. list b. table
c. chart d. outline

ANSWER: b
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.22 - Convert an exported report to a Word table

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Integration - Module 5: Integrating Word and Access

DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

21. An Access report that you export to an .rtf file is not linked to ____.

a. the Access table b. Microsoft Word
c. the Access database d. the .rtf file

ANSWER: c
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.21 - Export an Access report to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

22. In the Simple Query Wizard dialog box, the _____ button removes a single field from a list of fields to include in the query datasheet.

a. Delete Query Field b. Remove Single Field
c. Remove Query Field d. Delete Single Field

ANSWER: b
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:03 AM
DATE MODIFIED: 6/14/2016 10:06 AM

23. In the Simple Query Wizard dialog box, the _____ button add all fields to the query datasheet.

a. Add Query Fields b. Select All Fields
c. Add All Query Fields d. Add All

ANSWER: b
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:07 AM
DATE MODIFIED: 6/14/2016 10:09 AM

24. The Greeting Line button is found on the ____ group.

a. Name & Address b. Insert Address
c. Write & Insert Fields d. Address

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ANSWER: c
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.16 - Insert merge fields
DATE CREATED: 6/14/2016 10:11 AM
DATE MODIFIED: 6/14/2016 10:12 AM

25. The Finish & Merge button is located in the Finish group on the _____ tab.
a. Mail Merge b. Preview Results
c. Mailings d. Preview Merge

ANSWER: c
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.17 - Perform a merge
DATE CREATED: 6/14/2016 10:31 AM
DATE MODIFIED: 6/14/2016 10:33 AM

26. The Finish & Merge button is located in the _____ group on the Mailings tab.
a. Mail Merge b. Results
c. Finish d. Merge

ANSWER: c
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.17 - Perform a merge
DATE CREATED: 6/14/2016 10:33 AM
DATE MODIFIED: 6/14/2016 10:35 AM

27. In Access, the Report Wizard button appears in the ____ tab.
a. File b. Edit
c. Query d. Create

ANSWER: d
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68

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Integration - Module 5: Integrating Word and Access

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.12 - Create a query in Access
DATE CREATED: 6/14/2016 10:42 AM
DATE MODIFIED: 6/14/2016 10:44 AM

28. To convert an Access report to a Word table, use the Convert Text to Table command on the _____ tab.
a. Insert b. Layout
c. Home d. Design
ANSWER: a
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:48 AM
DATE MODIFIED: 6/14/2016 10:52 AM

29. To convert an Access report to a Word table, use the Convert Text to Table command in the _____ group.
a. Data b. Layout
c. Tables d. Design
ANSWER: b
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:53 AM
DATE MODIFIED: 6/14/2016 10:55 AM

30. To autofit the contents of a table, click the AutoFit button on the _____ tab.
a. Table Tools Design b. Table Tools Layout
c. Table Tools Format d. Table Tools Arrange
ANSWER: b
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 6/14/2016 10:55 AM
DATE MODIFIED: 6/14/2016 10:58 AM

31. To autofit the contents of a table, click the AutoFit button in the _____ group on the Table Tools Layout tab.
a. Resize b. Cell Size

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c. Format d. Arrange Cell

ANSWER: b
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 6/14/2016 11:01 AM
DATE MODIFIED: 6/14/2016 11:03 AM

32. To show paragraph marks, click the Show/Hide button in the _____ group.

a. Formatting b. Layout
c. Paragraph d. Arrange

ANSWER: c
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 6/14/2016 11:04 AM
DATE MODIFIED: 6/14/2016 11:06 AM

Completion

33. You can merge data from an Access database containing the names, addresses, and other information about a company's customers, contacts, and suppliers with a letter you create in _____ to produce a series of individually addressed form letters.

ANSWER: Word
Microsoft Word
POINTS: 1
REFERENCES: Integration 66
Merge from Access to Word
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.15 - Merge Access data with a form letter
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

34. When merging from Access to Word, you can edit the recipients list in Word and use the _____ options to select the records you want to use in the merge.

ANSWER: filtering
filter
POINTS: 1
REFERENCES: Integration 66-67
Merge from Access to Word

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Integration - Module 5: Integrating Word and Access

QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.11 - Filter merge recipients
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

35. When you want to include an Access table in a Word document, you first export it to a document that is saved in _____ Format.

ANSWER: Rich Text
.rtf
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

36. In Access, you can open the Export - RTF File dialog box by first clicking the _____ tab, then the More button, and then Word.

ANSWER: External Data
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 6/14/2016 9:34 AM

37. An Access report that you export to an .rtf file is not linked to the Access _____.

ANSWER: database
POINTS: 1
REFERENCES: Export an Access Report to Word
Integration 68
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.21 - Export an Access report to Word
DATE CREATED: 3/1/2016 12:06 PM
DATE MODIFIED: 3/1/2016 12:06 PM

Subjective Short Answer

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Integration - Module 5: Integrating Word and Access

You own an extensive DVD collection that you have cataloged in an Access database. You want to create a Word document with a list of the DVDs you own that contain movies directed by Steven Spielberg. You want your end result to be a table in Word.

38. You first create the Word document and include the text for your DVD collection. You now switch to Access to export your table to Word. How can you do this?

ANSWER: 1. In Access, click the Create tab, click the Query Wizard button in the Queries group, click OK, click the Tables/Queries list arrow, select your table, add the appropriate fields, click Next, then click Finish.
2. Close the query datasheet, click the appropriate query in the list of database objects, click the External Data tab, then in the Export Group, click the Word button. The Export - RTF File dialog box opens.
3. Click Browse, navigate to the location where you save your files, click Save, then click the Open the destination file after the export operation is complete check box.
4. Click OK, click the Access program button on the taskbar, then click Close.

POINTS: 1

REFERENCES: Export an Access Report to Word
Integration 68

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: Case Integration E-1

LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word

TOPICS: Critical Thinking

DATE CREATED: 3/1/2016 12:06 PM

DATE MODIFIED: 6/14/2016 9:46 AM

39. You just finished exporting your Access table. Which file format did you use?

ANSWER: When you want to include an Access table in a Word document, you first export it to a document that is saved in Rich Text Format (.rtf), which is the only format Access supports for exporting to Word.

POINTS: 1

REFERENCES: Export an Access Report to Word
Integration 68

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: Case Integration E-1

LEARNING OBJECTIVES: OFFI.PARS.13.13 - Export an Access table to Word

TOPICS: Critical Thinking

DATE CREATED: 3/1/2016 12:06 PM

DATE MODIFIED: 6/14/2016 9:48 AM

Essay

40. Why would you want to merge data from an Access database with a letter you create in Word? How can you initiate the merge process?

ANSWER: You can merge data from an Access database containing the names, addresses, and other

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	information about a company's customers, contacts, and suppliers with a letter you create in Word to produce a series of individually addressed form letters. You can initiate the merge process directly from Access by using the Merge it with Microsoft Office Word feature to merge an active table with a Word document.
POINTS:	1
REFERENCES:	Integration 66 Merge from Access to Word
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	OFFI.PARS.13.15 - Merge Access data with a form letter
TOPICS:	Critical Thinking
DATE CREATED:	3/1/2016 12:06 PM
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Name:_____ Class:_____ Date:_____

PowerPoint Module 5: Working with Advanced Tools and Masters

1. Bent connector lines are referred to as elbows.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
DATE CREATED: 3/1/2016 12:07 PM
DATE MODIFIED: 3/1/2016 12:07 PM

2. Each animated object on a slide has a starting time in relation to other animated objects.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Customize Animation Effects
PowerPoint 103
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/2/2016 2:12 PM
DATE MODIFIED: 5/2/2016 2:27 PM

3. The orientation setting for slides is the same as the orientation setting for notes, handouts, and outline.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 99
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/2/2016 1:52 PM
DATE MODIFIED: 5/2/2016 1:54 PM

4. Connector tools can be lines or arrows.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Draw and Format Connectors

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PowerPoint 98
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
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DATE MODIFIED: 3/1/2016 12:07 PM

5. Connector tools can draw free-form curved lines.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
DATE CREATED: 3/1/2016 12:07 PM
DATE MODIFIED: 3/1/2016 12:07 PM

6. Connectors connect two or more shapes by connection sites.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
DATE CREATED: 3/1/2016 12:07 PM
DATE MODIFIED: 3/1/2016 12:07 PM

7. 3D effects cannot be copied with the Format Painter.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: PowerPoint 100
Use Advanced Formatting Tools
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.147 - Apply 3D effects to objects

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PowerPoint Module 5: Working with Advanced Tools and Masters

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8. Sand is a Texture fill in PowerPoint.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: PowerPoint 100
Use Advanced Formatting Tools
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.147 - Apply 3D effects to objects
DATE CREATED: 3/1/2016 12:07 PM
DATE MODIFIED: 5/2/2016 1:58 PM

9. The simplest way to apply an animation to objects is to use the Format Painter.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Customize Animation Effects
PowerPoint 102
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.148 - Apply multiple animations to an object
DATE CREATED: 3/1/2016 12:07 PM
DATE MODIFIED: 3/1/2016 12:07 PM

10. Animation effects, such as starting time and speed, can be customized.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Customize Animation Effects
PowerPoint 102
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.148 - Apply multiple animations to an object
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11. Exciting is the name of one of the Animation categories of effects.

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a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Customize Animation Effects
PowerPoint 102
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.148 - Apply multiple animations to an object
DATE CREATED: 3/1/2016 12:07 PM
DATE MODIFIED: 3/1/2016 12:07 PM

12. A custom slide layout is created in Slide Master view.

a. True

b. False

ANSWER: True
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.149 - Add a new slide master layout
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

13. Locking the drawing mode of a shape allows you to draw the same shape multiple times without having to reselect the shape button in the Shapes Gallery each time. _____

ANSWER: True
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

14. To reroute a connector to the closest points between shapes, right-click the connector, then click Change Connectors on the shortcut menu. _____

ANSWER: False - Reroute, reroute
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: Modified True / False

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PowerPoint Module 5: Working with Advanced Tools and Masters

HAS VARIABLES: False
DATE CREATED: 5/2/2016 1:46 PM
DATE MODIFIED: 5/2/2016 1:52 PM

15. Master text and content placeholders have five levels of text, called indent levels. _____
ANSWER: True
POINTS: 1
REFERENCES: Change Master Text Indents
PowerPoint 108
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 5/2/2016 4:19 PM
DATE MODIFIED: 5/2/2016 4:21 PM

16. You cannot create columns within a text object. _____
ANSWER: False - can
POINTS: 1
REFERENCES: PowerPoint 101
Use Advanced Formatting Tools
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 5/2/2016 2:03 PM
DATE MODIFIED: 5/2/2016 2:05 PM

17. A font set defines two fonts—a major font for headings and a minor font for body text. _____
ANSWER: False - theme
POINTS: 1
REFERENCES: Format Master Text
PowerPoint 106
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.150 - Modify theme fonts
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

18. To create a custom slide layout, you choose from one of eight different placeholders. _____
ANSWER: True
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.151 - Create master placeholders
DATE CREATED: 3/1/2016 12:08 PM

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DATE MODIFIED: 3/1/2016 12:08 PM

19. Paragraph spacing refers to the amount of space between lines of text within a paragraph. _____

ANSWER: False - Leading
POINTS: 1
REFERENCES: Adjust Text Objects
PowerPoint 110
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.152 - Adjust text line spacing
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

20. A(n) template usually contains a cohesive set of theme colors, theme fonts, theme effects, and background styles. _____

ANSWER: True
POINTS: 1
REFERENCES: PowerPoint 112
Use Templates and Comments
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.153 - Create a presentation using a template
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

21. Straight, elbow, and curved are all types of ____.

a. connectors b. templates
c. placeholders d. shapes

ANSWER: a
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

22. ____ appear at either end of a connector when it is attached to two shapes.

a. Green circles b. Yellow diamonds
c. Red circles d. Black squares

ANSWER: a
POINTS: 1

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REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
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23. A connector has a yellow ____ handle which alters the path of the line.
a. marker b. adjustment
c. connector d. sizing
ANSWER: b
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
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24. When you change a bullet type, you can use a(n) ____.
a. character symbol b. image file
c. picture d. all of the above
ANSWER: d
POINTS: 1
REFERENCES: Format Master Text
PowerPoint 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 5/2/2016 3:54 PM

25. If you release the mouse before you reach a connector site, a(n) ____ is created at the end of the connector.
a. arrow b. handle
c. adjustment handle d. endpoint
ANSWER: d
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 98
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors

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PowerPoint Module 5: Working with Advanced Tools and Masters

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26. The Format ____ tool "picks up" or copies the attributes of an object and pastes them to the next object you select.
a. Connector b. Picture
c. Painter d. Shape
ANSWER: c
POINTS: 1
REFERENCES: PowerPoint 100
Use Advanced Formatting Tools
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

27. The simplest way to animate an object is to apply a ____ animation effect from the Animation group on the Animations tab.
a. standard b. custom
c. key d. live
ANSWER: a
POINTS: 1
REFERENCES: Customize Animation Effects
PowerPoint 102
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.148 - Apply multiple animations to an object
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 5/2/2016 2:09 PM

28. To set an animation to run after you click another object, click the ____ button in the Advanced Animation group.
a. Animate b. Trigger
c. Start d. Delay
ANSWER: b
POINTS: 1
REFERENCES: Customize Animation Effects
PowerPoint 102
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.154 - Change animation order
DATE CREATED: 3/1/2016 12:08 PM
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29. The tab ____ at the far left of the horizontal ruler allows you to choose four tab options.
a. ruler b. selector

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c. panel d. dialog box

ANSWER: b
POINTS: 1
REFERENCES: Change Master Text Indents
PowerPoint 108
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.155 - Set tab stops
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

30. A custom slide layout has eight different ____ to choose from.
a. placeholders b. themes
c. templates d. designs

ANSWER: a
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.149 - Add a new slide master layout
DATE CREATED: 3/1/2016 12:08 PM
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31. Custom slide layouts are created in ____ view.
a. Normal b. Notes Master
c. Slide Master d. Custom Slide

ANSWER: c
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.149 - Add a new slide master layout
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

32. A font ____ defines two fonts: major and minor.
a. set b. group
c. style d. theme

ANSWER: d
POINTS: 1
REFERENCES: Format Master Text

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PowerPoint 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.150 - Modify theme fonts
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

33. To create a custom slide master, select the last slide layout in the Master Thumbnails pane, then click the Insert ____ button in the Edit Master group.

a. Master Layout b. Layout
c. Slide Master d. Custom Slide

ANSWER: b
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.149 - Add a new slide master layout
DATE CREATED: 3/1/2016 12:08 PM
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34. Which of the following is not a placeholder for a slide layout?

a. Text b. Content
c. Clip Art d. Video

ANSWER: d
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.151 - Create master placeholders
DATE CREATED: 3/1/2016 12:08 PM
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35. You can rename a slide master by clicking Rename in the ____ group.

a. Edit Master b. Slide Master
c. View Master d. Master Views

ANSWER: a
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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36. A ____ indent occurs when the first line of text begins to the left of a subsequent line of text.
a. left b. half
c. hanging d. justified
ANSWER: c
POINTS: 1
REFERENCES: Change Master Text Indents
PowerPoint 108
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.156 - Change text indents
DATE CREATED: 3/1/2016 12:08 PM
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37. A character, symbol, or picture that precedes a line of text is called a ____.
a. bullet b. marker
c. heading d. webding
ANSWER: a
POINTS: 1
REFERENCES: Format Master Text
PowerPoint 106
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.157 - Change master text bullets
DATE CREATED: 3/1/2016 12:08 PM
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38. To customize the size and orientation of slides, use the Slide Size command in the Customize group on the _____ tab.
a. Home b. Design
c. Format d. Layout
ANSWER: b
POINTS: 1
REFERENCES: Draw and Format Connectors
PowerPoint 99
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 5/2/2016 1:48 PM
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39. The space between lines of text in the same paragraph is called ____.
a. line spacing b. leading

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c. paragraph spacing d. double spacing

ANSWER: b
POINTS: 1
REFERENCES: Adjust Text Objects
PowerPoint 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.152 - Adjust text line spacing
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

40. The space before or after paragraphs is called ____.

a. line spacing b. leading
c. paragraph spacing d. double spacing

ANSWER: c
POINTS: 1
REFERENCES: Adjust Text Objects
PowerPoint 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.152 - Adjust text line spacing
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

41. ____ determine the space between the edge of the text and all four edges of a text box.

a. Margins b. Leading
c. Paragraph spacing d. Text spacing

ANSWER: a
POINTS: 1
REFERENCES: Adjust Text Objects
PowerPoint 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.158 - Set text object margins
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

42. Photo Album is a type of PowerPoint ____.

a. clip art b. placeholder
c. template d. theme

ANSWER: c
POINTS: 1
REFERENCES: PowerPoint 112

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Use Templates and Comments
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.153 - Create a presentation using a template
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

43. The Comments button is on the ____.
a. Quick Access toolbar b. status bar
c. Comments pane d. Address bar
ANSWER: b
POINTS: 1
REFERENCES: PowerPoint 112
Use Templates and Comments
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.159 - Add and modify comments
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

44. If a slide master is missing a placeholder, open Slide Master view, then click the _____ button in the Master Layout group to reapply the placeholder.
a. Master Layout b. Apply Placeholder
c. Add Placeholder d. Restore
ANSWER: a
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 5/2/2016 3:39 PM
DATE MODIFIED: 5/2/2016 3:42 PM

45. When you save a presentation as a template, PowerPoint assign the file extension _____ to the file.
a. .pptt b. .ppsx
c. .pptm d. .potx
ANSWER: d
POINTS: 1
REFERENCES: PowerPoint 112
Use Templates and Add Comments
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 5/2/2016 4:44 PM

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PowerPoint Module 5: Working with Advanced Tools and Masters

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46. The Comment text box is in the ____.

a. Comments group b. Ribbon

c. Comments pane d. Comments dialog box

ANSWER: c
POINTS: 1
REFERENCES: PowerPoint 112
Use Templates and Comments
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.159 - Add and modify comments
DATE CREATED: 3/1/2016 12:08 PM
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47. To toggle between showing and hiding comments, click the Show Comments list arrow, then click the ____ button

a. Toggle Comments b. Show Markup

c. Hide/Show d. Hide Comments

ANSWER: b
POINTS: 1
REFERENCES: PowerPoint 112
Use Templates and Comments
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.159 - Add and modify comments
DATE CREATED: 3/1/2016 12:08 PM
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Case-Based Critical Thinking Question

John is using PowerPoint to create an extensive marketing presentation and he keeps modifying the same slide layout by adding new placeholders for pictures and adjusting the text indents in the content placeholder. John wants to modify his presentation so he can work more efficiently.

48. How can John solve his problem of having to modify the placeholders on all of his slides?

a. Use a standard slide layout. b. Adjust indent levels on the Slide Master.

c. Create a custom slide layout. d. Use a different design theme.

ANSWER: c
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: Case 5-1
LEARNING OBJECTIVES: OFFI.PARS.13.160 - Add new slide master layout

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TOPICS: Critical Thinking
DATE CREATED: 3/1/2016 12:08 PM
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49. What does John need to do first in order to create a custom slide layout?

a. Click the New Custom Layout button in the Slide Master group.
b. Select the last slide layout in the Master Thumbnails pane.
c. Click Insert New Layout in the Edit Master group.
d. Delete all of the layouts he does not need in the Master Layouts pane.

ANSWER: b
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: Case 5-1
LEARNING OBJECTIVES: OFFI.PARS.13.149 - Add a new slide master layout
TOPICS: Critical Thinking
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

50. Which of the following should John use to solve the text indent problems he is having?

a. Open Slide Master view and adjust the indent levels on the slide layout.
b. Adjust the indent levels on each slide.
c. Format the master text by changing bullets.
d. Modify the text indent theme.

ANSWER: a
POINTS: 1
REFERENCES: Change Master Text Indents
PowerPoint 108
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: Case 5-1
LEARNING OBJECTIVES: OFFI.PARS.13.156 - Change text indents
TOPICS: Critical Thinking
DATE CREATED: 3/1/2016 12:08 PM
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51. Which of the following should John move in order to change the space between the bullet and text in an indent level?

a. First line indent marker.
b. Left indent marker.
c. Right indent marker.
d. Hanging indent marker.

ANSWER: d
POINTS: 1
REFERENCES: Change Master Text Indents
PowerPoint 108

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PowerPoint Module 5: Working with Advanced Tools and Masters

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: Case 5-1
LEARNING OBJECTIVES: OFFI.PARS.13.156 - Change text indents
TOPICS: Critical Thinking
DATE CREATED: 3/1/2016 12:08 PM
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52. John wants to rename the new master, Marketing. Where can he find the Rename button?

a. In the Edit Master group. b. In the Edit Layouts group.
c. In the Slide Master group. d. In the Rename group.

ANSWER: a
POINTS: 1
REFERENCES: Create Custom Slide Layouts
PowerPoint 104
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
PREFACE NAME: Case 5-1
LEARNING OBJECTIVES: OFFI.PARS.13.151 - Create master placeholders
TOPICS: Critical Thinking
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

53. Connector tools connect shapes with a(n) _____ or arrow.

ANSWER: line
POINTS: 1
REFERENCES: PowerPoint 98
Draw and Format Connectors
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

54. To reset a bullet to the default symbol, click _____ in the Bullets and Numbering dialog box.

ANSWER: Reset
reset
POINTS: 1
REFERENCES: Format Master Text
PowerPoint 106
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 5/2/2016 4:07 PM

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55. Use the _____ tool to create a free-form curved line.

ANSWER:	Curve
POINTS:	1
REFERENCES:	PowerPoint 98 Draw and Format Connectors
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	OFFI.PARS.13.146 - Add and modify connectors
DATE CREATED:	3/1/2016 12:08 PM
DATE MODIFIED:	3/1/2016 12:08 PM

56. Pencil Grayscale is an example of a(n) _____ effect.

ANSWER:	Artistic ARTISTIC
POINTS:	1
REFERENCES:	PowerPoint 100 Use Advanced Formatting Tools
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	OFFI.PARS.13.147 - Apply 3D effects to objects
DATE CREATED:	3/1/2016 12:08 PM
DATE MODIFIED:	5/2/2016 2:02 PM

57. The _____ selector located at the far left of the horizontal ruler allows you to set a tab.

ANSWER:	tab
POINTS:	1
REFERENCES:	Change Master Text Indents PowerPoint 108
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	OFFI.PARS.13.155 - Set tab stops
DATE CREATED:	3/1/2016 12:08 PM
DATE MODIFIED:	3/1/2016 12:08 PM

58. The position of each indent level on the ruler is represented by two small triangles and a square called _____ markers.

ANSWER:	indent
POINTS:	1
REFERENCES:	Change Master Text Indents PowerPoint 108
QUESTION TYPE:	Completion
HAS VARIABLES:	False

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LEARNING OBJECTIVES: OFFI.PARS.13.156 - Change text indents
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

59. To help organize slides of a presentation into groups, you can create parts. _____
ANSWER: False - sections
POINTS: 1
REFERENCES: Format Master Text
PowerPoint 106
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 5/2/2016 4:03 PM
DATE MODIFIED: 5/2/2016 4:05 PM

60. _____ spacing is the space before and after paragraphs (bullet levels).
ANSWER: Paragraph
POINTS: 1
REFERENCES: Adjust Text Objects
PowerPoint 110
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.152 - Adjust text line spacing
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

61. _____ determine(s) the distance between the edge of the text and all four edges of the text box.
ANSWER: Margins
POINTS: 1
REFERENCES: Adjust Text Objects
PowerPoint 110
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.158 - Set text object margins
DATE CREATED: 3/1/2016 12:08 PM
DATE MODIFIED: 3/1/2016 12:08 PM

62. How can you animate objects in PowerPoint?
ANSWER: To add animation to a PowerPoint object, you first select the object, then apply a standard animation from the Animation group on the Animations tab. You can then customize the animation by changing the timing, speed, and direction. Animations have many effects that you can change including entrance, exit, emphasis, and motion path. All of these effects are found through the menu at the bottom of the Animation Gallery.
POINTS: 1
REFERENCES: Customize Animation Effects

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	PowerPoint 102
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	OFFI.PARS.13.148 - Apply multiple animations to an object
TOPICS:	Critical Thinking
DATE CREATED:	3/1/2016 12:08 PM
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63. What are font themes and how do you go about modifying the font themes in PowerPoint?

ANSWER:	Font themes are a set of two fonts: major fonts for headlines and minor fonts for body text. Font themes may be the same or contrasting. To change the font theme, you first go to Slide Master view. Then, right-click one of the text placeholders on the master and choose what you would like to edit (bullets, font, etc). Switch to Normal view and you will see the changes that were made.
POINTS:	1
REFERENCES:	Format Master Text PowerPoint 106
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	OFFI.PARS.13.150 - Modify theme fonts
TOPICS:	Critical Thinking
DATE CREATED:	3/1/2016 12:08 PM
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64. Define the following terms: indent levels, indent markers, and tab selector. Name and briefly describe the four tab options (hint: One tab option is a Decimal-aligned tab).

ANSWER:	Master text and content placeholders have five levels of text, called indent levels. You can modify indent levels using PowerPoint's ruler. The position of each indent level on the ruler is represented by two small triangles and a square called indent markers. You can modify an indent level by moving these indent markers on the ruler. You can also set tabs on the horizontal ruler, which identifies where a text indent or a column of text begins. By clicking the tab selector located at the far left of the horizontal ruler, you are able to choose which of the four tab options you want to use. Left-aligned tab: Aligns tab text on the left Center-aligned tab: Aligns tab text in the center Right-aligned tab: Aligns tab text on the right Decimal-aligned tab: Aligns tab text on a decimal point
POINTS:	1
REFERENCES:	Change Master Text Indents PowerPoint 108 PowerPoint 109
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	OFFI.PARS.13.156 - Change text indents
TOPICS:	Critical Thinking

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Match each term with its correct description.

a. Lock Drawing mode
b. Format Painter
c. Texture
d. Indent markers
e. Trigger
f. Decimal-aligned
g. Timing group
h. Connection site
i. Emphasis
j. Animation Painter

REFERENCES: Change Master Text Indents
Customize Animation Effects
Draw and Format Connectors
PowerPoint 100
PowerPoint 102
PowerPoint 108
PowerPoint 109
PowerPoint 98
Use Advanced Formatting Tools

QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: OFFI.PARS.13.146 - Add and modify connectors
OFFI.PARS.13.147 - Apply 3D effects to objects
OFFI.PARS.13.148 - Apply multiple animations to an object
OFFI.PARS.13.154 - Change animation order
OFFI.PARS.13.155 - Set tab stops
OFFI.PARS.13.156 - Change text indents
DATE CREATED: 3/1/2016 12:08 PM
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65. Used to make an animation run after clicking another
ANSWER: e
POINTS: 1

66. Used to apply animation settings from one object to another
ANSWER: j
POINTS: 1

67. Used to anchor a line or arrow
ANSWER: h
POINTS: 1

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68. To copy the format of one object to another
ANSWER: b
POINTS: 1

69. Identifies the position of an indent level on the ruler
ANSWER: d
POINTS: 1

70. A type of tab
ANSWER: f
POINTS: 1

71. Used to draw the same shape over and over without having to select tool
ANSWER: a
POINTS: 1

72. Used to change the order of animation
ANSWER: g
POINTS: 1

73. A type of fill
ANSWER: c
POINTS: 1

74. A type of animation
ANSWER: i
POINTS: 1

75. To change the direction of text in a text object, use the Text Direction button in the _____ group on the Home tab.

a. Font b. Drawing
c. Paragraph d. Editing

ANSWER: c
POINTS: 1
REFERENCES: Adjust Text Objects
PowerPoint 110
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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