

BIM (EOY) Final Exam

- 1 Which of the following is **NOT** part of Microsoft Office?
 - A Word
 - B Excel
 - C PowerPoint
 - D Slides

- 2 Microsoft Word is considered what type of text editor?
 - A Plain Text Editor
 - B Rich Text Editor
 - C Formatted Text Editor
 - D Language Text Editor

- 3 In Microsoft Office programs, what keyboard shortcut will toggle **BOLD**?
 - A Alt + B
 - B Ctrl + B
 - C Shift + B
 - D Ctrl + Shift + B

- 4 In Microsoft Office programs, what keyboard shortcut will toggle *ITALICS*?
 - A Alt + I
 - B Ctrl + I
 - C Shift + I
 - D Ctrl + Shift + I

- 5 In Microsoft Office programs, what keyboard shortcut will toggle UNDERLINE?
 - A Alt + U
 - B Ctrl + U
 - C Shift + U
 - D Ctrl + Shift + U

- 6 In Microsoft Office programs, what keyboard shortcut will undo the last action?
- A Ctrl + A
 - B Ctrl + S
 - C Ctrl + U
 - D Ctrl + Z
- 7 Which tab in Microsoft Word houses controls for page orientation?
- A Home
 - B Page Layout
 - C Design
 - D File
- 8 Which of the following does **NOT** appear in the status bar in Microsoft Word?
- A Word Count
 - B Page Count
 - C Proofing Tools
 - D Character Count
- 9 Which of the following is NOT located on the review tab in Microsoft Word?
- A Word Count
 - B Line Spacing
 - C Check Spelling & Grammar
 - D Thesaurus
- 10 How many cells are in a table that has 10 rows and 9 columns?
- A 10
 - B 9
 - C 19
 - D 90

- 11** Which of the following citation formats is **NOT** supported, by default, in Microsoft Word?
- A** APA
 - B** MLA
 - C** Turabian
 - D** British
- 12** Which tool in Microsoft Word allows you to select formatting from one portion of a document and quickly apply it to another?
- A** Format Copier
 - B** Format Painter
 - C** Format Cloner
 - D** Format Repeater
- 13** What is the file extension that Word documents are saved with?
- A** wrd
 - B** wdcx
 - C** docx
 - D** docu
- 14** Which design element can be used to group data into a "grid" layout on the page of a Word document?
- A** table
 - B** grid
 - C** block
 - D** group

- 15** Microsoft Excel creates what types of files?
- A** Rich Text Documents
 - B** Spreadsheet Documents
 - C** Database Documents
 - D** Presentation Documents
- 16** Which of the following is a **function** that would give the average of cells A1 through A5?
- A** =AVERAGE(A1:A5)
 - B** =((A1+A2+A3+A4+A5)/5)
 - C** =AVERAGE(A1-A5)
 - D** =(SUM(A1-A5)/5)
- 17** Which of the following is a **valid** function?
- A** =SUM(A1:A5)
 - B** =A1+A2+A3+A4+A5
 - C** SUM(A1:A5)
 - D** A1+A2+A3+A4+A5
- 18** What is a complete Excel file referred to as?
- A** workbook
 - B** worksheet
 - C** spreadsheet
 - D** sheet
- 19** What is a single page in an Excel file referred to as?
- A** workbook
 - B** worksheet
 - C** page
 - D** workpage

- 20** What type of chart is best used to show percentages of the whole?
- A** pie chart
 - B** bar chart
 - C** column chart
 - D** scatter chart
- 21** Excel data can be integrated into a Word document so that when the Excel file is updated, the Word document is also updated in real-time.
- A** True
 - B** False
- 22** In Excel, columns are named by what?
- A** letters
 - B** numbers
 - C** emoticons
 - D** Greek letters
- 23** In Excel, rows are named by what?
- A** letters
 - B** numbers
 - C** emoticons
 - D** Greek letters
- 24** The intersection of a row and a column is known as what?
- A** intersection
 - B** cell
 - C** block
 - D** collision

- 25** Microsoft Access is based on which type of database language?
- A** Structured Query Language (SQL)
 - B** Database Access Language (DAL)
 - C** Relational Database Language (RDL)
 - D** Structured Database Language (SDL)
- 26** When a database has multiple tables that share at least one common field, the database is said to be what type of database?
- A** sharing
 - B** common
 - C** relational
 - D** nothing special
- 27** Which of the following is closest in structure to a database table?
- A** A Word Document
 - B** A PowerPoint Presentation
 - C** An Excel Worksheet
 - D** A Google Doc
- 28** What is a question that is asked to a database known as?
- A** question
 - B** query
 - C** table
 - D** report

- 29** How do end-users typically receive information from a database to be shared by print or e-mail?
- A** tables
 - B** reports
 - C** forms
 - D** queries
- 30** How do end-users typically interact with an Access database for data entry?
- A** tables
 - B** reports
 - C** forms
 - D** queries
- 31** Which of the following does Google **NOT** have that Microsoft Office does?
- A** Word Processor
 - B** Spreadsheet Application
 - C** Presentation Application
 - D** Database Application
- 32** Google web applications automatically save your work at consistent intervals to ensure work won't be lost. Microsoft Office documents must be manually saved.
- A** True
 - B** False

33 What tool do you use to modify elements on the template for slides in PowerPoint?

- A** Template Modifier
- B** Template Master
- C** Slide Master
- D** Slide Modifier