

# Advanced Computer Applications—Office 2007 Comprehensive Study Guide

## OFFICE (general)

1. Use Microsoft \_\_\_\_\_ to create spreadsheets and charts.
2. Use Microsoft \_\_\_\_\_ to create databases.
3. Use Microsoft \_\_\_\_\_ to create word processing documents, such as letters.
4. To create a workbook, use Microsoft \_\_\_\_\_.
5. Which program allows you to create slides? \_\_\_\_\_
6. Which program(s) allows you to add photographs? \_\_\_\_\_
7. Which program(s) allow you to copy data or move information? \_\_\_\_\_
8. The blinking element that indicates where text appears when you type is called:  
\_\_\_\_\_
9. A misspelled word is indicated by a \_\_\_\_\_ wavy underline.
10. A grammar problem is indicated by a \_\_\_\_\_ wavy underline.
11. The \_\_\_\_\_ button is used to show formatting marks, such as paragraph markers and spaces.
12. When you press the Print button on the Office menu, the \_\_\_\_\_ box opens.
13. To create a document that is a copy of another document, use \_\_\_\_\_.
14. To move text, use \_\_\_\_\_ and paste.
15. To duplicate text, use \_\_\_\_\_ and paste.
16. The keyboard shortcut to CUT text is Control+ \_\_\_\_\_.
17. The keyboard shortcut to COPY text is Control+ \_\_\_\_\_.
18. The keyboard shortcut to PASTE text is Control+ \_\_\_\_\_.
19. To insert text stored on the Clipboard, you click \_\_\_\_\_.
20. To change the formatting of pasted text, use the \_\_\_\_\_ button.
21. \_\_\_\_\_-clicking a word selects the entire paragraph.
22. To zoom in, choose a higher zoom \_\_\_\_\_ and it will make the document appear bigger but less of the document will show on the screen.
23. \_\_\_\_\_ are predesigned combinations of color and formatting you can apply and are available in most Office programs.
24. All Office programs basically have the same \_\_\_\_\_.

## MS WORD

1. Pressing \_\_\_\_\_ moves the insertion point to the next cell in the row of a table.
2. To create a table, press the \_\_\_\_\_ command on the \_\_\_\_\_ group after clicking the Insert tab.
3. When you \_\_\_\_\_ a table cell, you divide an existing cell into multiple cells.
4. After clicking the Crop button, cropping handles, which are solid \_\_\_\_\_ lines, appear on all four corners and the sides of the graphic.
5. You can drag a(n) \_\_\_\_\_ handle to modify the look of a shape, but not the size of a shape.
6. You save Building Blocks as Quick \_\_\_\_\_.
7. Data from a mail merge can be a database, spreadsheet, or contact list, but not a \_\_\_\_\_ presentation of slides.
8. To change the format of text to 30 points, use the font \_\_\_\_\_ arrow.
9. Bold and italics are examples of \_\_\_\_\_.

10. To remove bullets from a bulleted list, select the list and just press the \_\_\_\_\_ button again.
11. The default font for Word 2007 is no longer Times New Roman; it's \_\_\_\_\_ font, size \_\_\_\_.
12. To change margins, click this tab: \_\_\_\_\_
13. You can display the rulers by clicking the Ruler in the View tab or by clicking the View Ruler button at the top of the \_\_\_\_\_ scroll bar.
14. You can open Headers in Print Layout view by using the Edit Header or Edit Footer command or by \_\_\_\_\_-clicking in the Header or Footer area.
15. If you press \_\_\_\_\_ in the last cell in a table, the insertion point moves to the first cell of a new blank row.
16. Mail merge can be used to create form letters, labels, or a \_\_\_\_\_ (like a phone book).
17. When you point to a hyperlink, the mouse changes to this: \_\_\_\_\_

## **EXCEL**

1. =PROPER(crazy teacher) in Excel would display-- \_\_\_\_\_
2. To break data fields into separate columns, such as separating a first and last name typed into one cell, use the \_\_\_\_\_ text to \_\_\_\_\_ feature.
3. The error code that displays if a cell is not wide enough for data is: \_\_\_\_\_
4. To freeze columns A and B, click in column \_\_\_\_\_ when commanding the freeze.
5. Metadata is information that describes \_\_\_\_\_.
6. The Excel \_\_\_\_\_ feature searches for records that meet selected criteria and then lists only the matching records.
7. When you \_\_\_\_\_ data, you place a copy of the filtered table in a range you have specified in the Advanced Filter dialog box.
8. With the data \_\_\_\_\_ feature in Excel, you can restrict data to whole numbers, decimal numbers or text.
9. In Excel, you enter data in \_\_\_\_\_, which are formed by the intersection of a row and column.
10. An electronic \_\_\_\_\_ is an application you used to perform numeric calculations and present numeric data.
11. In Excel, the electronic spreadsheet you work in is called a \_\_\_\_\_.
12. A worksheet is contained in a file called a \_\_\_\_\_.
13. SUM and AVERAGES are examples of \_\_\_\_\_.
14. \$B\$1 is an example of a(n) \_\_\_\_\_.

## **ACCESS**

1. A specific category of data such as a customer's name, city, zip code is called a \_\_\_\_\_.
2. A group of related fields, such as all the information for one customer, is called a \_\_\_\_\_.
3. This Access object contains all of the raw data of the database: \_\_\_\_\_
4. This Access object provides an easy-to-use data entry screen: \_\_\_\_\_
5. This Access object provide a nice way to display data for printing: \_\_\_\_\_
6. Number, Date/Time, Yes/No, and text are all examples of data \_\_\_\_\_.
7. A field that contains unique information for each record is the \_\_\_\_\_.
8. To tie the information from one table to another and build a relationship, a \_\_\_\_\_ must be common to each table.
9. \_\_\_\_\_ wizard allows you to create a drop-down list of values for a field.
10. The default field size for a text field is \_\_\_\_\_.
11. Byte, Long Integer, Single are examples of entries for which property? \_\_\_\_\_
12. The entry mm/dd/yyyy would display January 2 of 2009 as: \_\_\_\_\_

13. The \_\_\_\_\_ object data type links files created in other programs such as pictures, sound clips or documents.
14. The wildcard character that stands for any GROUP of characters is the \_\_\_\_\_.
15. The wildcard character that stands for a SINGLE character is the \_\_\_\_\_.
16. Draw a greater than comparison operator: \_\_\_\_\_
17. To find numbers greater than or equal to a number, use this operator: \_\_\_\_\_
18. A \_\_\_\_\_ is a temporary view of the data whose criteria is discarded when you close the datasheet and is not saved like a query.
19. On a form, a \_\_\_\_\_ button when “pressed” displays “yes” information.

## **POWERPOINT**

1. A \_\_\_\_\_ shape can consist of straight lines, curves lines, or a combination of the two.
2. The simplest way to animate an object is to apply a \_\_\_\_\_ animation effect using the Animation list arrow.
3. When you apply an animation effect to a shape, you immediately see a \_\_\_\_\_ of the effect.
4. The \_\_\_\_\_ contains drawings, photographs, clipart, sounds, and movies.
5. A .wav file is a \_\_\_\_\_ file.
6. A specially format text or graphic that jumps to another files is called a \_\_\_\_\_.
7. In a bulleted list, to create a new bullet on the next line, just press \_\_\_\_\_.
8. Entrance and Exit are \_\_\_\_\_.
9. \_\_\_\_\_ are the slide animations that appear when going from one slide to the next.
10. Fly in is an example of a(n) \_\_\_\_\_ effect.