Final Exam

1. Which of the following best enables you to see a multi column document as it will appear on the printed page.
   a. Normal view at 100% magnification
   b. Normal view at whole page magnification
   c. Print Layout view at 100% magnification
   d. Print Layout view at whole page magnification

2. What is the width of each column in a document with two uniform columns, given 1 1/4-inch margins and 1/2-inch spacing between the columns?
   a. 2 1/2 inches
   b. 2 3/4 inches
   c. 3 inches
   d. Impossible to determine

3. What is the minimum number of sections in a three-column newsletter whose masthead extends across all three columns, with text balanced in all three columns?
   a. One
   b. Two
   c. Three
   d. Four

4. What is the effect of dragging one of the four corner handles on a selected object?
   a. The length of the object is changed but the width remains constant
   b. The width of the object is changed but the length remains constant
   c. The length and width of the object are changed in proportion to one another
   d. Neither the length nor width of the object is changed

5. Which type size is the most reasonable for columns of text, such as those appearing in the newsletter created in the chapter?
   a. 6 point
   b. 10 point
   c. 14 point
   d. 18 point

6. Which of the following can be used to add emphasis to a document?
   a. Borders and shading
   b. Pull quotes and reverses
   c. Both (a) and (b)
   d. Neither (a) nor (b)

7. How do you size an object so that it maintains the original proportion between height and width?
   a. Drag a sizing handle on the left or right side of the object to change its width, then drag a sizing handle on the top or bottom edge to change the height
   b. Drag a sizing handle on any of the corners
   c. Both (a) and (b)
   d. Neither (a) nor (b)
8. A reverse is implemented:
   a. By selecting 100% shading in the Borders and Shading command
   b. By changing the Font color to black
   c. Both (a) and (b)
   d. Neither (a) nor (b)

9. The Format Picture command enables you to:
   a. Change the way in which text is wrapped around a figure
   b. Change the size of a figure
   c. Place a border around a figure
   d. All of the above

10. Which of the following requires you to enter HTML tags explicitly in order to
    create a Web document?
    a. A text editor such as the Notepad accessory
    b. Microsoft Word
    c. Both (a) and (b)
    d. Neither (a) nor (b)

11. What is the easiest way to switch back and forth between Word and Internet
    Explorer, given that both are open?
    a. Click the appropriate button on the Windows taskbar
    b. Click the Start button, click Programs, then choose the appropriate
        program
    c. Minimize all applications to display the Windows desktop, then double
        click the icon for the appropriate application
    d. All of the above are equally convenient

12. How do you save a Word document as a Web page?
    a. Pull down the Tools menu and click the Convert to Web Page
       command
    b. Pull down the File menu and click the Save As Web Page command
    c. Both (a) and (b)
    d. Neither (a) nor (b)

13. The Web Page Wizard creates a default Web site and enables you to specify:
    a. The means of navigation such as vertical or horizontal frames
    b. The number of pages (links) that are found on the default page
    c. The theme (design) of the Web site.
    d. All of the above

14. The Web Page Wizard creates a site with a Personal Web page, Blank Page 1, and
    Blank Page 2, but you can
    a. Delete any of these pages
    b. Add new pages to those it creates for you
    c. Rename any pages its supplies
    d. All of the above

15. Which of the following is a true statement regarding password protection?
    a. All documents are automatically saved with a default password
    b. The password is case-sensitive
    c. A password cannot be changed once it has been implemented
    d. All of the above
16. Which statement describes the way revisions are marked in a document?
   a. A red line appears through text that is to be deleted.
   b. A red underline appears beneath text that is to be added
   c. Yellow highlighting indicates a comment, where the user has made a
      suggestion, but has not indicated that actual revision in the document
   d. All of the above

17. Which of the following best describes the recording and execution of a macro?
   a. A macro is recorded once and executed once
   b. A macro is recorded once and executed several times
   c. A macro is recorded many times and executed once
   d. A macro is recorded many times and executed many times

18. Which commands are used to copy an existing macro so that it can become
    the basis of a new macro?
   a. Copy command
   b. Paste command
   c. Both a and b
   d. Neither a nor b

19. What is the default location for a macro created in Microsoft Word?
   a. In the Normal template where it is available to very Word document
   b. In the document in which it was created where it is available only to
      that document
   c. In the Macros folder on your hard drive
   d. In the Office folder on your hard drive

20. Which of the following is true regarding workbooks and worksheets?
    a. A workbook contains one or more worksheets
    b. Only on worksheet can be selected at a time within a workbook
    c. Every workbook contains the same number of worksheets
    d. All of the above

21. Assume that a workbook contains three worksheets. How many cells are
    included in the function =SUM(Sheet1:Sheet3!A1)?
    a. Three
    b. Four
    c. Twelve
    d. Twenty-four

22. Which of the following is the preferred way to sum the value of cell A1 from
    three different worksheets?
    a. =SUM1!A1+Sheet2!+Sheet3!A1
    b. =SUM(Sheet1:Sheet3!A1)
    c. Both a and b are equally good
    d. Neither a nor b

23. The reference CIS120!$a$2:
    a. Is an absolute reference to cell A2 in the CIS120 workbook
    b. Is a relative reference to cell A2 in the CIS120 workbook
    c. Is an absolute reference to cell A2 in the CIS120 worksheet
    d. Is a relative reference to cell A2 in the CIS120 worksheet
24. Assume that Sheet1 is the active worksheet and that cells A2 through A4 are currently selected. What happens if you press and hold the Shift key as you click the tab for Sheet 3, then press the Del key?
   a. Only Sheet 1 will be deleted from the workbook
   b. Only Sheet3 will be deleted from the workbook
   c. Sheet1, Sheet2, and Sheet 3 will be deleted from the workbook
   d. The contents of cell A2 through A4 will be erased from Sheet1, Sheet2, and Sheet3

25. Which of the following is true about the reference Sheet1:Sheet3!A1:B2?
   a. The worksheet reference is relative, the cell reference is absolute
   b. The worksheet reference is absolute, the cell reference is relative
   c. The worksheet and cell references are both absolute
   d. The worksheet and cell references are both relative

26. Which of the following can be accessed from a shortcut menu?
   a. Inserting or deleting a worksheet
   b. Moving or copying a worksheet
   c. Renaming a worksheet
   d. All of the above

27. The Arrange Windows command can display:
   a. Multiple worksheets from one workbook
   b. One worksheet from multiple workbooks
   c. Both a and b
   d. Neither a nor b

28. The appearance of [group] within the title bar indicates that:
   a. Multiple workbooks are open and are all active
   b. Multiple worksheets are selected within the same workbook
   c. Both a and b
   d. Neither a nor b

29. How can you enter a command into a cell?
   a. Click the New Comment command on the Formula Auditing toolbar
   b. Click the New Comment command on the Reviewing toolbar
   c. Right click in the cell, then select the Insert Comment command
   d. All of the above

30. Which of the following best describes how to protect a worksheet, but still enable the user to change the value of various cells within the worksheet?
   a. Protect the entire worksheet, then unlock the cells that are to change
   b. Protect the entire worksheet, then unprotect the cells that are to change
   c. Unprotect the cells that are to change, then protect the entire worksheet
   d. Unlock the cells that are to change, then protect the entire worksheet

31. Which of the following may be stored within a style?
   a. The font, point size, and color
   b. Borders and shading
   c. Alignment and protection
   d. All of the above
32. What is the easiest way to change the formatting of five cells that are scattered throughout the worksheet, each of which has the same style?
   a. Select the cells individually, then click the appropriate buttons on the Formatting toolbar
   b. Select the cells at the same time, then click the appropriate buttons on the Formatting Toolbar
   c. Change the format of the existing style
   d. Reenter the data in each cell according to the new specifications

33. The Formula Auditing and Reviewing toolbars are floating toolbars by default?
   a. Floating toolbars can be changed to fixed toolbars, but the reverse is not true
   b. Fixed toolbars can be changed into floating toolbars, but the reverse is not true
   c. Fixed toolbars can be changed into floating toolbars and vice versa
   d. Fixed toolbars can be displayed only at the top of the screen

34. You open a template called Expense Account but see Expense Account1 displayed on the title bar. What is the most likely explanation?
   a. You are the first person to use this template
   b. Some type of error must have occurred
   c. All is in order since Excel has appended the number to differentiate the workbook from the template on which it is based
   d. The situation is impossible.

35. Which of the following can be converted to an Excel workbook?
   a. A text file in delimited format
   b. A text file in fixed width format
   c. Both a and b
   d. Neither a nor b

36. Which of the following may be implemented in an existing pivot table?
   a. A row field may be added or deleted
   b. A column field may be added or deleted
   c. Both a and b
   d. Neither a nor b

37. A macro can be stored:
   a. In any Excel workbook
   b. In the Personal Macro workbook
   c. Both a and b
   d. Neither a nor b

38. Which commands are used to duplicate an existing macro so that it can become the basis of a new macro?
   a. Copy command
   b. Paste command
   c. Both a and b
   d. Neither a nor b
39. Which of the following is true regarding a customized button that has been inserted as an object onto a worksheet and assigned to an Excel macro?
   a. Point to the customized button, then click the left mouse button to execute the associated macro
   b. Point to the customized button, then click the right mouse button to select the macro button and simultaneously display a shortcut menu
   c. Point to the customized button, then press and hold the Ctrl key as you click the left mouse to select the button
   d. All of the above

40. You want to create a macro to enter your name into a specific cell. The best way to do this is to:
   a. Select the cell for your name, turn on the macro recorder with absolute references, then type your name
   b. Turn on the macro recorder with absolute references, select the cell for your name, then type your name
   c. Either a or b
   d. Neither a nor b

41. You want to create a macro to enter your name in the active cell (which will vary whenever the macro is used) and the course you are taking in the cell immediately below. The best way to do this is to:
   a. Select the cell for your name, turn on the macro recorder with absolute references, type your name, press the down arrow, and type the course
   b. Turn on the macro recorder with absolute references, select the cell for your name, type your name, press the down arrow, and type the course
   c. Select the cell for your name, turn on the macro recorder with relative references, type your name, press the down arrow, and type the course
   d. Turn on the macro recorder with relative references, select the cell for your name, type your name, press the down arrow, and type the course

42. Every table in an Access database:
   a. Must be related to every other table
   b. Must have one or more foreign keys
   c. Both a and b
   d. Neither a nor b

43. Which of the following is true about a select query?
   a. It may reference fields in one or more tables
   b. It may have one or more criteria rows
   c. It may sort on one or more fields
   d. All of the above

44. A report may be based on:
   a. A table
   b. A query
   c. Both a and b
   d. Neither a nor b
45. A query designed to take advantage of AutoLookup requires:
   a. A unique value for the join field in the “one” side of a relationship
   b. The join field to be taken from the “many” side of one-to-many relationship
   c. Both a and b
   d. Neither a nor b

46. Which of the following can be imported from another Access database?
   a. Tables and forms
   b. Queries and reports
   c. Both a and b
   d. Neither a nor b

47. Which of the following is created by the Switchboard Manager?
   a. A form to hold the switchboard
   b. A table containing the commands associated with the switchboard
   c. Both a and b
   d. Neither a nor b

48. Which of the following describes the storage of the tables and objects for the application developed in the chapter?
   a. Each table is stored in its own database
   b. Each object is stored in its own database
   c. The tables are stored in one database and the objects in another
   d. The tables and objects are stored in the same database

49. What happens when an Access database is opened initially?
   a. Access executes the AutoExec macro if the macro exists
   b. Access opens the AutoExec form if the form exists
   c. Both a and b
   d. Neither a nor b

50. Which of the following can be imported from another Access database?
   a. Tables and forms
   b. Queries and reports
   c. Both a and b
   d. Neither a nor b