
Student Name: _____

Teacher: _____

Date: _____

District: Rockingham County

Assessment: 9_12 Business and IT BM10 - Microsoft Word and PowerPoint Test 1

Description: Exam Review 1

Form: 501

1. In the Print dialog box, which area provides a user with a list of available printers?

NCCTE.9_12.BE.BM10.1.01

RBT:

A. Print button

B. Printer Status button

C. Printer List button

D. Printer Selector List

2. What type of template is most appropriate for a FBLA Secretary to use to inform FBLA members of monthly club activities?

NCCTE.9_12.BE.BM10.1.01

RBT:

A. Chart

B. Newsletter

C. Letter

D. Fax

3. On the Title bar, which button may be selected to display only tab names rather than entire ribbons in the Word 2010 window?

NCCTE.9_12.BE.BM10.1.01

RBT:

A. Shrink the Ribbon

B. Hide the Ribbon

C. Decrease the Ribbon

D. Minimize the Ribbon

4. Which of the following software programs is a full-featured word processing program that allows users to create professional-looking documents and revise them easily?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Microsoft Office 2010
- B. Windows
- C. Word 2010
- D. WordPad

5. Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Who is the intended audience?
- B. Is the template easy to use?
- C. Will the template have correct calculations and functional macros?
- D. Will the template have correct spelling, grammar, punctuation, and mechanics?

6. To save a new file or an existing file in its same storage location, which commonly used shortcut key or keyboard key combination is used?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. CTRL + S
- B. ALT + S
- C. CTRL + V
- D. Shift + S

7. Linda is creating a custom template. If she uses the tools found on the Review tab and proofreads her document, which important question is she answering?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Who is the intended audience?
- B. Is the template easy to use?
- C. Will the template have correct calculations and functional macros?
- D. Will the template have correct spelling, grammar, and punctuation?

8. In a Word 2010 template, which of the following items indicates the location where information should be typed?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Field
- B. Placeholder**
- C. Container
- D. Marker

9. Nathan has created a new business letter and wants to use it repeatedly. What file type does he need to select when saving to protect his original letter?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Template**
- B. Macro
- C. Document
- D. Building Block

10. Which of the following actions or commands cannot be cancelled in Word 2010?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Printing and saving a document**
- B. Borders and shading
- C. Font color change and font size change
- D. Paragraph alignment and page orientations

11. What is the name of the list of frequently used commands that appears when you right-click an object?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Mini Toolbar
- B. Shortcut Menu**
- C. Quick Access Toolbar
- D. Status bar

12. Nathan is using a business letter template he created earlier and wants to save it with all the customers information. What file type should he select?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Template
- B. Macro
- C. Document**
- D. Building Block

13. Which command should you use to cancel a recent command or action?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. File tab, close button
- B. Shortcut Menu, Cancel command
- C. Home Ribbon, Clear Formatting button
- D. Quick Access Toolbar, Undo button**

14. To increase or decrease the size of the content in a Word 2010 window, which item on the status bar would you use?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Zoom slider**
- B. View picker
- C. Next page control
- D. Previous page control

15. To store a new or existing file with the same name, which button is used?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Exit
- B. Close
- C. Save As
- D. Save**

16. Which dialog box allows a user to create a new folder in the desired storage location?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Options
- B. Save As**
- C. Close
- D. Print

17. Which is the shortcut key for accessing Microsoft Office Word Help from the Word window?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. F4
- B. F1**
- C. F5
- D. F9

18. Trey wants to use the Black Tie Newsletter template created by Office.com . Which icon would he select to create this document?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Blank Document
- B. Sample Templates**
- C. My Templates
- D. Recent Templates

19. On the View Ribbon, which command allows the document to be viewed as it would appear in a multilevel outline?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Print Layout
- B. Draft
- C. Outline**
- D. Web Layout

20. What area is used to provide information about the author, title, subject, keywords, category, and comments that describe the document?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Document Properties Panel
- B. Document Information Panel**
- C. Word Options dialog box
- D. File Save as Options Screen

21. How do you access Word 2010 Help from the Word Window?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Click the Microsoft Office Word Help button in the upper right corner of the Word window**
- B. Press the F2 key
- C. Choose the Help command on the View Ribbon
- D. Click the Microsoft Office Word Help button in the lower left corner of the Word window

22. On the Title bar, which item enables a user to minimize, maximize, or close the Word 2010 window?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. File tab buttons
- B. Zoom slider
- C. Window control buttons**
- D. Word Ribbon tabs

23. What is the name assigned to a file when it is saved?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Document name
- B. Document title
- C. File name**
- D. File title

24. To specify the size of the viewable area and allow users to reduce or enlarge the size of a document window, which command is used?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Scale
- B. Resize
- C. Zoom**
- D. Scope

25. Which bar presents information about a document, the progress of current tasks, and the status of certain commands and keys, and also provides controls for viewing the document?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Task
- B. Scroll
- C. Tool
- D. Status**

26. Which window allows a user to see document pages exactly as they will print?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Print Outline
- B. Document
- C. Print**
- D. Review

27. Shameka is a Yearbook Staff member. Every semester she has to create a newsletter. Instead of recreating it each time, what should she create for future use?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Template**
- B. New Document
- C. Macro
- D. Mail Merge

28. Which of the following automatically appears based on tasks you perform, and contains commands related to changing the appearance of text in a document?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Dialog box
- B. Mini Toolbar**
- C. Shortcut Menu
- D. Ribbon

29. Matt wants to have places in his survey template where users can check "Yes" or "No" about their senior week plans. Which tool would he use?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Content Controls**
- B. Macro
- C. Placeholder
- D. Textbox

30. Which command on the Review Ribbon limits how people edit or format specific parts of a document?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Track Changes
- B. Block Authors
- C. Show Markup
- D. Restrict Editing**

31. The principal wants to send out a monthly update of school activities. Which type of document is the most appropriate to use?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Memo
- B. Business Letter
- C. Newsletter**
- D. Agenda

32. What is the correct file format of a normal Word 2010 template?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. .docx
- B. .dot
- C. .tmp
- D. .dotx**

33. Helen wants to have places in her template where users can choose one of several options to fill in a blank. Which tool would she use?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Content Controls**
- B. Macro
- C. Placeholder
- D. Textbox

34. Trey wants to create his own template from scratch. Which icon would he select to begin this process?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Blank Document**
- B. Sample Templates
- C. My Templates
- D. Recent Templates

35. What is the control center located below the title bar at the top of the Word 2010 window called?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Task Pane
- B. Tab
- C. Ribbon**
- D. Groups

36. How do users switch from one ribbon to another in Word 2010?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Use any arrow key on the keyboard
- B. Use the Page Up or Page Down keys on the keyboard
- C. Click the tab of the ribbon they wish to access**
- D. Shift+ Tab to move to the next ribbon

37. To save an existing document with a new file name or to save an existing document in a new location, which command is used?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Save
- B. Close
- C. Exit
- D. Save As**

38. Which command is used to close the current document without exiting Word 2010?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. File tab, choose Exit button
- B. Close button in upper right corner of the program window
- C. File tab, choose Close button**
- D. File tab, choose Quit button

39. What area in Word 2010 enables users to view document properties and update the properties information at any time while creating a document?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Document Properties Panel**
- B. Document Information Panel
- C. Word Options dialog box
- D. File Save as Options Screen

40. The principal emailed the staff to inform them about new policy changes for cell phone use. Which type of document is the most appropriate to use?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. Memo**
- B. Business Letter
- C. Newsletter
- D. Agenda

41. Which Word 2010 tab contains the Print command?

NCCTE.9_12.BE.BM10.1.01

RBT:

- A. File**
- B. Home
- C. Print Layout
- D. View

42. What is the name of the view that provides data about documents and contains a set of commands to help a user manage documents?

NCCTE.9_12.BE.BM10.1.01

RBT:

A. Backstage

B. Properties

C. Document

D. Normal