

Microsoft Word Multiple Choice Questions

- 1) Microsoft Office Word is a (n) \_\_\_\_\_.
  - a) full-featured word processing program that can be used to create and revise professional looking documents easily \*
  - b) area in the computer's main memory in which Microsoft\_Office text files are stored temporarily\_program included with Windows 2000 that can be used
  - c) Only to create or edit text files, smaller than 64K, that do not require formatting
  - d) classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
- 2) what type of software is used for creating letters papers and other document \_\_\_\_\_.
  - a) word processor \*
  - b) Spread Sheet
  - c) Data Base
  - d) All of Above
- 3) A program which helps to create written document and lets you go back and make correction as necessary \_\_\_\_\_.
  - a) word processor \*
  - b) Spread Sheets
  - c) Work book
  - d) Note Book
- 4) MS-word comes under \_\_\_\_\_.
  - a) Documentation \*
  - b) graphics
  - c) database
  - d) Spreadsheet
- 5) A \_\_\_\_\_ is an application that allows the user to compose and edit simple document.
  - a) word processor \*
  - b) spreadsheet
  - c) database
  - d) any of the above
- 6) A word processor can be used to
  - a) write text
  - b) edit text
  - c) print text
  - d) all of these \*
- 7) Computer word processing includes process of
  - a) entering text
  - b) editing text
  - c) formatting document
  - d) all of these \*
- 8) What is the default file extension for all Word documents?
  - a) .texts
  - b) .word
  - c) .docs
  - d) .docx \*
- 9) A word processor would most likely be used to type a \_\_\_\_\_.
  - a) Biography \*
  - b) Calculation
  - c) Counting
  - d) None of Above

# Windows Office 2013 Multiple Choice Answers

**Walter Holland,AGI Creative Team**



## **Windows Office 2013 Multiple Choice Answers:**

The O'Leary Series: Microsoft Office 2013 Linda O'Leary, Timothy O'Leary, 2013-07-26 Timothy and Linda O'Leary Microsoft Office 2013 A Case Approach Making Office Relevant Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2013 A Case Approach offers a running case study throughout the text to help students understand the material in a consistent relevant environment Through the theme Making Office Relevant this text helps students understand why they need this course and skills Updated for Office 2013 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions The labs opens with a running case study that highlights real world applications of each software program and leads students from problem to solution The O'Leary Series helps students learn specific applications skills along with skills that cross all Office applications which is especially important in mastering this version of Office The O'Leary Series correlates with SIMnet Online McGraw Hill's online training and assessment program for Microsoft Office skills and basic computer concepts Projects however are 1 1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles Additional textbook resources can be found on the text's Online Learning Center [www.mhhe.com](http://www.mhhe.com) [olearyoffice2013](http://olearyoffice2013.com) For more information on O'Leary Microsoft Office 2013 A Case Approach and SIMnet Online for Office 2013 please visit [www.simnetkeepitsimple.com](http://www.simnetkeepitsimple.com) or contact your McGraw Hill representative

**Microsoft Office Excel 2013 PivotTables** I.F.S. Harrison, 2013-01-03 PivotTables will help you analyze summarize and pick apart your large spreadsheets fast Microsoft Office Excel 2013 has many new features to take advantage of like Recommended PivotTables and Timelines Are you new to PivotTables This eBook will walk you through the ins and outs Have you been using PivotTables for a while Learn tips tricks and the latest features Purchase your copy today Don't have Microsoft Office Excel 2013 No Problem Many exercises are applicable to PivotTables in Excel 2010 as well

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*Office 2013 All-in-One For Dummies* Peter Weverka, 2013-02-28 Home and business users around the globe turn to Microsoft Office and its core applications every day Whether you re a newcomer or a veteran Office user this friendly but informative guide provides in depth coverage on all the newest updates and enhancements to the Office 2013 suite With an overview of tools common to all Office applications and self contained minibooks devoted to each Office application Office 2013 All in One For Dummies gets you up to speed and answers the questions you ll have down the road Explores the new Office interface and explains how it works across the applications Features eight minibooks that cover Word Excel PowerPoint Outlook Access Publisher OneNote common Office tools and ways to expand Office productivity Highlights the new online versions of Word Excel and PowerPoint as well as changes to the interface and new tools and techniques Office 2013 All in One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2013

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**Office 2013 For Dummies** Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies

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Office 2013 Bible Lisa A. Bucki, John Walkenbach, Michael Alexander, Richard Kusleika, Faithe Wempen, 2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference

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