Law Office Technology 1st edition Guay Test Bank

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Chapter Two

Multiple Choice

1. A user can find commands like paste, copy and cut under:
a. Font
b. Clipboard
c. Paragraph
d. Styles
e. Editing

Answer: b page 17.

2. Tabs are to boxes as double-headed arrow is to:
a. options
b. font
c. format
d. toolbar
e. submenu

Answer: e page 19.

3. The way that a document looks on a computer depends upon what?
a. GUI
b. STD
c. WESTLAW
d. HTTP
e. HTTPS

Answer: a page 14.

4. A toolbar groups together:
a. software
b. buttons
c. documents
d. transfer protocols
e. URLs

Answer: b page 14.

5. Changing the Times New Roman typeface into Courier means changing the:
a. font
b. style
c. paragraph
d. format
e. bullet

Answer: a page 19.

6. A user wants to put a line around paragraph, so that user will use which button?
a. clipboard
b. border
c. font
d. style
e. strikethrough

Answer: b pages 19, 34

7. A user can make it possible to return to a specific spot within an electric document by inserting what?
a. text box
b. header
c. art box
d. footer
e. bookmark

Answer: e page 23.

8. Top of the page is to header as bottom of the page is to?
a. bookmark
b. page number
c. footer
d. cross-reference
e. text

Answer: c pages 27.

9. Starting a paragraph with a large capital letter is to drop cap as inserting § is to
a. symbol
b. object
c. text box
d. word box
e. quick styles

Answer: a page 23

10. To uniquely identify a document, a user could click on which button?
a. paragraph
b. page borders
c. watermark
d. footnote
e. bibliography

Answer: c page 34

11. “Confidential” is to watermark as indent is to:
a. paragraph
b. page borders
c. style
d. header
e. bibliography

Answer: a page 34

12. A report may need to list the references used by an author to generate content. That means preparing a:
a. citation
b. bibliography
c. service
d. add new source
e. page borders

Answer: b page 38

13. ® is to symbol as “Duplicate” is to:
a. citation
b. footnote
c. arrange
d. add new placeholder
e. watermark

Answer: e pages 28 and 34

14. Mailings is to envelope as Table of Authorities is to:
a. mark citation
b. mark entry
c. mark table
d. labels
e. insert fields

Answer: a page 42

15. Uncertain about a provision in a will, a user wants to insert a question about this. Accomplishing this involves using:
a. mark entry
b. combination
c. protect document
d. compare
e. comment

Answer: e page 48

16. The user has the option of getting a word count of a document via the use of an option in which box?
a. tracking
b. proofing
c. merging
d. mark entry
e. comment

Answer: b page 47

17. The best way to list citations in a document would involve creating a/an:
a. index
b. recipient list
c. field
d. document view
e. table of authorities

Answer: e page 41

18. To see the history and types of changes made to a document, a user use which box?
a. table of authorities
b. protect document
c. changes
d. document views
e. tracking

Answer: e page 48

19. After having edited a document, a user wants to see how the document would now look when printed, so the user would best accomplish that by using a box entitled:
a. changes
b. view
c. manage comment balloons
d. index
e. table of authorities

Answer: b page 53

20. A very simple type of program that a user can create is called a/an:
a. outline
b. thumbnail
c. comment
d. change
e. macro

Answer: e page 57

21. What is the basic building block for spreadsheet software?
a. sheets
b. cells
c. pages
d. tabs
e. grids

Answer: b page 59.

22. In Excel, at a minimum, clicking on this button – Σ – will allow a user to:
a. summarize
b. subtract
c. add
d. multiple
e. divide

Answer: c page 66

23. If a user needs to create and use a formula, the place to do that would be?
a. table
b. grids
c. basic layout
d. alignment
e. function box

Answer: e page 60

24. The best way to combine the contents of two cells involves using:
a. merge
b. format
c. delete
d. Σ
e. alignment

Answer: a page 62

25. Function library appears under what tab?
a. Format
b. Formula
c. Styles
d. Financial
e. Insert

Answer: b pages 69-71

26. Clicking the formula auditing button means that the user:
a. wants to delete content
b. view connections
c. alter styles
d. define names
e. figure out why the user didn't get intended results from a calculation

Answer: e pages 72

27. If a user wanted to calculate the yield of a bond, then the user should select which button?
a. formula
b. auto sum
c. recently used
d. define names
e. financial

Answer: e pages 71

28. Excel is to spreadsheets as Powerpoint is to:
a. properties
b. outline
c. data tools
d. presentation
e. calculation

Answer: d page 80

29. To select ready-made shapes into a Powerpoint slide, a user should go to which box?
a. shadow
b. line style
c. 3-D format
d. drawing
e. shape fill.

Answer: d pages 80-81

30. Separating the contents of an Excel cell into columns would mean using:
a. Properties
b. subtotal
c. page layout
d. group
e. data tools

Answer: e page 78

31. To make it necessary to use a password to alter cells involves using which button?
a. protect sheet
b. share workbook
c. track changes
d. data tools
e. outline

Answer: a page 62

32. A user would go to the presentation views to do what?
a. insert date and time
b. adjust the color/grayscale
c. sort the slides
d. record a narration
e. rearrange the sequence of slides

Answer: e page 3-94

33. As with other Office programs, a user can determine who has access to make changes to a slide show; with Powerpoint, that involves what button?
a. record narration
b. protect presentation
c. slide show set up
d. view
e. transition to the slide

Answer: b page 94

34. A simple program that can guide a user of OpenOffice's Writer to create a letter to a client is known as a:
a. template
b. wizard
c. comment
d. data source
e. version

Answer: b page 100

35. OpenOffice is to Writer as MS Office is to:
a. Excel
b. Powerpoint
c. Word
d. Access
e. Outlook

Answer: c page 96

36. OpenOffice can offer Writer for free because it is:
a. not copyrightable
b. created anonymously
c. cloud sourced
d. open-source
e. collaboration software

Answer: d page 95

37. Microsoft is to Access as OpenOffice is to:
a. Write
b. Base
c. Calc
d. Draw
e. Math

Answer: b page 101

38. Open Office is Microsoft is as Impress is to:
a. Word
b. Excel
c. Powerpoint
d. Access
e. PivotTable
Answer: c page 102

Short Answer

1. Within the context of office productivity software, what is a bundle, and what is an example of one?

Answer: A bundle is a grouping of software applications, typically related to one another. For example, MS Office contains software related to office productivity. It contains, at a minimum, Word, PowerPoint and Excel. (page 14)

2. In Word, what does the Styles box involve?

Answer: Styles typically allow a user to use a particular format without having to redo formatting every time the user wants to use a different format. In a style, a user can pack in a number of features regarding spacing, headings, tables or lists, for example, so that the user can quickly modify these. (page 20)

3. Name and describe at least three things that a user can do in the Data tools box.

Answer:
- separate the contents of a cell into columns;
- remove duplicate rows from a sheet, where the user can designate the columns where this is to take place
- validate data, to:
  - prevent the entry of invalid data into a cell;
  - force the selection of input from a dropdown list of values, specified by the user.
  - check that the correct values were used;
  - circle invalid data; and
  - clear validation circles.
- consolidate values from multiple ranges of cells into a single, new range; and
- "what if" analysis, which allows the user to try different values in the formulas in the sheet via these links:
  - scenario manager, which will save different groups of values and allow users to switch among them;
  - goal seek, which can show a user the results that come with changing information; and
  - data tables, where the user can see the simultaneous results of many possible inputs. (page 78)

4. Identify and define at least two types of actions that a user can do under the Page Setup box of the Page Layout tab.

Answer:

1. Margins: can use “normal” margins or adjust them

2. Paper: can select page sizes for a printout as well as choose the paper source, from a printer's trays or fed manually

3. Columns: to manage all things related to the nature of columns, such as number and placement.

4. Breaks: have the option to set page breaks, section breaks, line numbering and select the rules for hyphenation

(Pages 31-33)

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