

Test Bank for Law Office Technology 1st Edition by Guay

[CLICK HERE TO ACCESS COMPLETE Test Bank](#)



Test Bank

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)