

7. To organize documents within a disk, you can set up _____.

- a. frames
- b. a navigation structure
- c. folders
- d. paths

8. To open a file, choose _____.

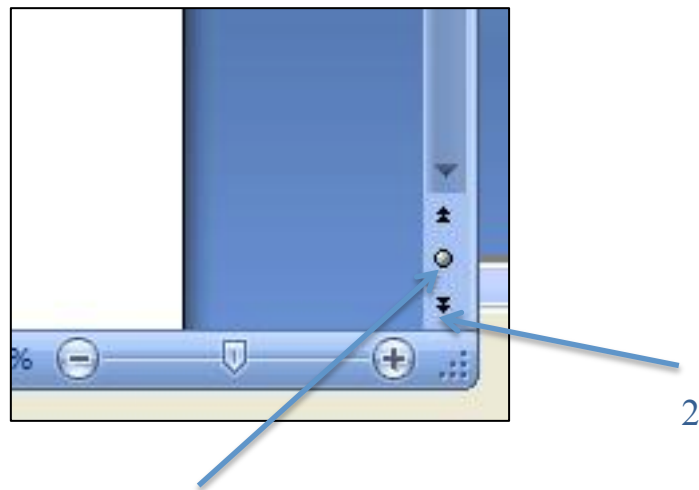
- a. Open in the File menu
- b. Open Office Document on the Start menu
- c. the Open button
- d. all of the above

9. The animated character that can give you help is called the _____.

- a. Office Assistant
- b. Office Help Icon
- c. Office Shortcut Bar
- d. Office Associate

10. An integrated software package, such as Microsoft Office 2003, allows you to _____ data between applications.

- a. share
- b. calculate
- c. scroll
- d. none of the above

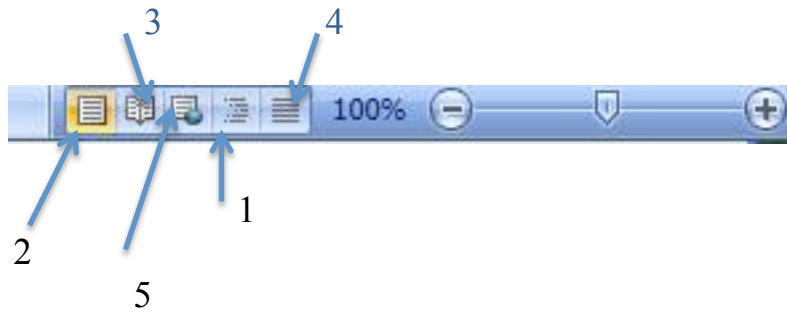


11. In the figure above, item 1 refers to:

- a. Select Browse Object
- b. Browse the page Upwards
- c. Move up and down through the page
- d. Browse the page downwards

12. In the figure above, item 2 refers to:

- a. Next Button
- b. Downward Button
- c. Forward Button
- d. End of Page



13. In the figure above, item 1 refers to:

- a. Web Layout Button
- b. Draft View Button
- c. Print Layout Button
- d. Outline View Button
- e. Full Screen Reading View Button

14. In the figure above, item 2 refers to:

- a. Web Layout Button
- b. Draft View Button
- c. Print Layout Button
- d. Outline View Button
- e. Full Screen Reading View Button

15. In the figure above, item 3 refers to:

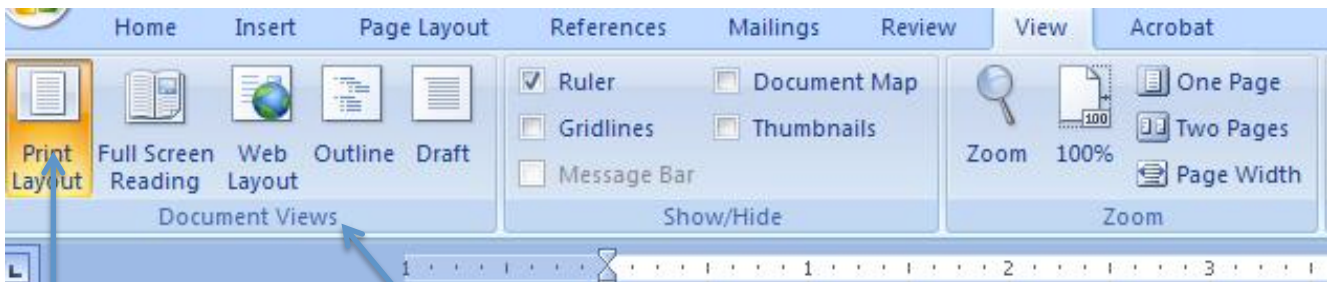
- a. Web Layout Button
- b. Draft View Button
- c. Print Layout Button
- d. Outline View Button
- e. Full Screen Reading View Button

16. In the figure above, item 4 refers to:

- a. Web Layout Button
- b. Draft View Button
- c. Print Layout Button
- d. Outline View Button
- e. Full Screen Reading View Button

17. In the figure above, item 5 refers to:

- a. Web Layout Button
- b. Draft View Button
- c. Print Layout Button
- d. Outline View Button
- e. Full Screen Reading View Button



1

2

18. In the figure above, item 1 refers to:

- a. Active view is highlighted
- b. Web Layout View
- c. Full Screen View
- d. Outline View

19. In the figure above, item 2 refers to:

- a. Web Layout View
- b. Print Layout View
- c. Options for viewing a document
- d. Outline View

20. The _____ view allows to quickly and easily reorganizing the content.

- a. Outline
- b. Draft
- c. Full Screen Reading
- d. Print Layout