Career Research and Decision Making Semester Exam Study Guide Answer Key

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_

The exam will

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| **Info** | **Share** |
| **New** | **Export** |
| **Open** | **Close** |
| **Save** | **Account** |
| **Save as** | **Options** |
| **Print** |  |

1. List all the words under the File Tab button in Microsoft Word.
2. Which Microsoft program would you use if you needed to make a presentation?  
   PowerPoint
3. In Microsoft word, how can you change the font size quickly?  
    Increase/decrease font size A or A
4. Which alignment would you use if you wanted the margins   
   to be aligned evenly on each side? Justify
5. In Excel, if you wanted to add together several cells with numbers in them, what icon would you use?  
   Auto Sum
6. What key on the keyboard would you use to indent a paragraph?  
    **Tab**
7. What color underlines a misspelled word? **red**
8. Why would you want to change the margins on a document?   
   To Fit more words on a page
9. Write the home row keys from left to right. (only the 8 keys your fingers are on when you begin typing)  
   **ASDFGHJKL;**
10. What are the boxes called in Microsoft Excel?   
    **cells**
11. Which Microsoft program uses animation?  
     **PowerPoint**
12. To keep a graphic from moving the words what do you have to click?   
    **wrap text**
13. In Excel, the cells that go up and down are called **column** and the cells going left to right are called **rows**
14. In Excel, how do you add a row?   
    **Right click on the row number and click insert**
15. To move to the top or bottom of a document you use these keys on the keyboard?   
    **Page up and Page down**
16. Which key removes the letter or number to the left of the cursor? **backspace**  
    Which key removes the letter or number to the right of the cursor? **delete**
17. When you see ###### in Excel, what does that mean you need to do?   
    **enlarge the cell**
18. When you change the orientation of a paper, what does that mean?  
    **portrait prints up and down…..landscape prints side ways**
19. To adjust the size of a graphic (dilate) you should click on the **corner** of the graphic.
20. Which tab would you choose to put a graphic on your document?   
    **insert**

