Please write the letter of the best answer to the following questions.

# What is Microsoft Office? \_\_\_\_\_

1. The computer classroom at the PRC.
2. Another name for the Windows 7 Operating System.
3. A group of Microsoft Applications designed for use in a typical office.
4. A special Microsoft product certification test.

# What statement is true about Text and Word processing? \_\_\_\_\_

1. Text processing is for cell phones and word processing is for computers.
2. Text processing is the same as Word Processing.
3. Word processing is only available from Microsoft.
4. Word processing has far more tools and options than Text processing.

# What is the sequence you follow to locate an application? \_\_\_\_\_

1. Start Menu, All Programs, Icon on the Desktop.
2. All Programs, Start Menu, Icon on the Desktop.
3. Icon on the Desktop, All Programs, Start Menu.
4. Icon on the Desktop, Start Menu, All Programs.

## How do you switch between Tool groups in the Ribbon? \_\_\_\_\_

1. Open the Help & Support option in the Start Menu.
2. Use the Tabs on the top of each Ribbon.
3. Click the Office Button.
4. Ask the instructor.

# How do you display the description of a tool button? \_\_\_\_\_

1. Click the tool and see the description on the resulting window.
2. Place your mouse pointer over the tool icon.
3. Press the “f1” key.
4. Click the “Help and Support” button in the Start menu.