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

# What MS Application button shows the file options? \_\_\_\_\_

1. The Save button.
2. The Cancel button.
3. The Office button.
4. There is no such button.

# What is the name of the banner that shows the tool buttons? \_\_\_\_\_

1. The Menu.
2. The Status Bar.
3. The Ribbon.
4. The Office button.

# What Ribbon Group is present in all MS Applications? \_\_\_\_\_

1. The Alignment Group.
2. The Clipboard Group.
3. The Font Group.
4. Answers B and C.

## Where is the “Undo” tool button located? \_\_\_\_\_

1. In the Clipboard group.
2. In the Office button menu.
3. In the Edit Group.
4. In the Quick Access Toolbar.

# What does the “Enter” key do when used in text? \_\_\_\_\_

1. It ends the paragraph and moves to the next line.
2. It ends the sentence and moves to a new page.
3. It enters the data into the computer.
4. It capitalizes the first word of the sentence.

# What MS Application is best used to create a newsletter? \_\_\_\_\_

1. MS PowerPoint.
2. MS Excel.
3. MS Internet Explorer.
4. MS Word.

# What MS Application is best used to track your budget? ­­­­\_\_\_\_\_

1. MS Word.
2. MS Excel.
3. MS Internet Explorer.
4. MS Word.

# Which MS Application allows you to insert pictures? \_\_\_\_\_

1. None of the MS Applications.
2. MS Word.
3. MS PowerPoint.
4. All of the MS Office Applications

# How does the file name tell Windows what Application to use? \_\_\_\_\_

1. By the application you open from the Start menu.
2. From the size of the File.
3. From the file type.
4. From the file folder.

# What is the benefit of using a Suite of applications? \_\_\_\_\_

1. The combined costs are less than purchasing each application separately.
2. The tools behave consistently across each product.
3. The consistent user interface minimizes the learning curve.
4. All of the above.