






## BIM Fall Midterm Review

### Multiple Choice

Identify the choice that best completes the statement or answers the question.

- \_\_\_\_\_ 1. Which application is used to produce professional-looking documents, such as letters and reports?  
 a. Outlook c. Excel  
 b. Word d. Access
- \_\_\_\_\_ 2. In a new Word document, the title bar displays  
 a. New. c. Book1.  
 b. Document1. d. Word1.
- \_\_\_\_\_ 3. To show spaces, tabs, and paragraph characters in a document, click  
 a.  c.   
 b.  d. 
- \_\_\_\_\_ 4. To correct a misspelled word  
 a. click Redo  on the Quick Access Toolbar.  
 b. right-click the word, select Ignore Once from the menu, and then retype the word.  
 c. right-click the word and then select the correct spelling from the menu.  
 d. right-click the word and select Correct Spelling.
- \_\_\_\_\_ 5. To select an entire sentence,  
 a. triple-click any word in the sentence.  
 b. double-click any word in the sentence.  
 c. press Ctrl and click anywhere in the sentence.  
 d. press Shift and click anywhere in the sentence.
- \_\_\_\_\_ 6. To select text  
 a. single-click anywhere in the text.  
 b. drag the pointer over the text.  
 c. place the insertion point in the text and press the F9 key twice.  
 d. click Home → Select Text.
- \_\_\_\_\_ 7. The first step in duplicating text is to  
 a. click Home → Paste. c. select the text to be duplicated.  
 b. delete the text. d. click Home → Cut.
- \_\_\_\_\_ 8. Which word will not be found using the search text side?  
 a. roadside c. Sidewalk  
 b. insidious d. insider
- \_\_\_\_\_ 9. The size of text is measured in  
 a. centimeters. c. inches.  
 b. fonts. d. points.
- \_\_\_\_\_ 10. Formatting text in a different font changes the  
 a. shape of characters. c. characters to subscript.  
 b. alignment of text. d. color of characters.
- \_\_\_\_\_ 11. The first step in formatting a word as bold is to

- a. select the word.
- b. click Home → Bold.
- c. place the insertion point to the left of the word.
- d. place the insertion point in the middle of the word.

- \_\_\_\_\_ 12. A paragraph that is left aligned
- a. is positioned equally distant from the left and right sides of the page.
  - b. has a jagged left edge and a straight right edge.
  - c. has straight edges at both sides of the paragraph.
  - d. has a straight left edge and a jagged right edge.
- \_\_\_\_\_ 13. A paragraph that is right aligned
- a. is positioned equally distant from the left and right sides of the page.
  - b. has a jagged left edge and a straight right edge.
  - c. has straight edges at both sides of the paragraph.
  - d. has a straight left edge and a jagged right edge.
- \_\_\_\_\_ 14. A paragraph that is center aligned
- a. is positioned equally distant from the left and right sides of the page.
  - b. has a jagged left edge and a straight right edge.
  - c. has straight edges at both sides of the paragraph.
  - d. has a straight left edge and a jagged right edge.
- \_\_\_\_\_ 15. In Word, the thesaurus can be used to
- a. create a new document with alternate words.
  - b. check the grammar of a selected phrase.
  - c. display a list of synonyms for a selected word.
  - d. check the spelling of a selected word.
- \_\_\_\_\_ 16. A synonym for sleep is
- a. alert.
  - b. aware.
  - c. nap.
  - d. slope.
- \_\_\_\_\_ 17. Where are thesaurus results displayed?
- a. in the document
  - b. in the Research task pane
  - c. in the Save As dialog box
  - d. in a comment
- \_\_\_\_\_ 18. Margins are
- a. the white region around the text on a page.
  - b. located every 0.5" on the ruler.
  - c. a paragraph format.
  - d. the text on a page.
- \_\_\_\_\_ 19. To double-space a paragraph, select
- a. 1.0.
  - b. 2.0.
  - c. 2.5.
  - d. 3.0.
- \_\_\_\_\_ 20. Which is not a type of tab stop?
- a. Left
  - b. Right
  - c. Decimal
  - d. Justified



1.	Yellow	Blue	Green
2.	Yellow	Blue	Green
3.	Yellow	Blue	Green
4.	Yellow	Blue	Green

- \_\_\_ 21. Which line of text is aligned according to the tab stops on the ruler above?
- a. 1.
  - b. 2.
  - c. 3.
  - d. 4.

- \_\_\_ 22. To remove an individual tab stop
- a. drag its marker downwards, off the ruler and into the document.
  - b. double-click the marker on the ruler.
  - c. select the tab stop in the Tabs dialog box and then type Delete.
  - d. press the Delete key.

- \_\_\_ 23. Which type of indent was used to format the following text?

Rothdale, Justin. *Yesterday was a Poetry Day*.  
New York, NY: Nenner Press, 2006.

- a. hanging indent
- b. first line indent
- c. right indent
- d. endnote



Once there was a cat named  
Felix. Felix was a white cat with a black

- \_\_\_ 24. Which type and size of indent is illustrated in the graphic above?
- a. first line indent of 0.25"
  - b. hanging indent of 0.25"
  - c. first line indent of 0.5"
  - d. hanging indent of 0.5"





- \_\_\_ 25. An area at the top of a page typically used to include information such as the page number, file name, or author's name is called a
- a. bulleted list.
  - b. footer.
  - c. header.
  - d. template.

- \_\_\_ 26. Which would be the best keyword(s) to type in the Search for box in the Clip Art task pane when searching for clip art that looks similar to:



- a. clip art
- b. computer
- c. butterfly
- d. graphics

- \_\_\_ 27. How many worksheets are in a new workbook?

- a. one  
b. two
- c. three  
d. five
- \_\_\_ 28. The intersection of a row and column is a  
a. label.  
b. value.  
c. cell.  
d. sheet tab.
- \_\_\_ 29. Which of the following is an example of a cell reference?  
a. B7  
b. 7B  
c. B  
d. 7
- \_\_\_ 30. The sheet tabs are used to  
a. display the contents of the active cell.  
b. display the worksheets in a workbook.  
c. identify a single cell.  
d. create a new workbook.
- \_\_\_ 31. Which is not a category of worksheet data?  
a. label  
b. date/time  
c. value  
d. calculations
- \_\_\_ 32. Which key cancels data entry and restores the original contents of the cell?  
a. the Enter key  
b. the Tab key  
c. the right-arrow key  
d. the Esc key
- \_\_\_ 33. Which key enters data and makes the next cell in the column active?  
a. the Enter key  
b. the Tab key  
c. the right-arrow key  
d. the Esc key
- \_\_\_ 34. When the pointer is moved onto the worksheet, it changes to  
a.   
b.   
c.   
d. 
- \_\_\_ 35. Which number format displays values with a dollar sign aligned at the left edge of the cell and two decimal places?  
a. Accounting  
b. Currency  
c. Number  
d. Percentage
- \_\_\_ 36. Which number format displays values as a percentage with two decimal places?  
a. Accounting  
b. General  
c. Number  
d. Percentage
- \_\_\_ 37. Which number format displays numbers the way they are typed?  
a. Accounting  
b. General  
c. Number  
d. Percentage
- \_\_\_ 38. Number signs (####) displayed in a cell indicate  
a. number signs have been typed as a column title.  
b. the cell is not wide enough to display the formatted number.  
c. an incorrect format has been applied.  
d. the Number format has been applied.
- \_\_\_ 39. Which theme is applied to a new workbook?

- a. Apex
- b. Equity
- c. Office
- d. Trek

40. Which view should be used when preparing a worksheet for printing?
- a. Normal view
  - b. Page Layout view
  - c. Web Layout view
  - d. Outline view
41. Which view is a worksheet displayed in when a header is inserted?
- a. Normal view
  - b. Page Layout view
  - c. Page Break Preview view
  - d. Web Layout view

Assume cell C8 stores a value of 3 and cell D9 stores a value of 2.

42. What will be displayed when the formula  $=2*C8+3*D9$  is entered?
- a. 18
  - b.  $2*C8+3*D9$
  - c. #DIV/O!
  - d. 12
43. What will be displayed when the formula  $=C8+D9/0$  is entered?
- a. 3+2
  - b. 5
  - c. #DIV/O!
  - d. 0
44. Pressing Ctrl+'`
- a. displays the formulas stored in cells.
  - b. formats the active cell as currency.
  - c. selects the row that contains the active cell.
  - d. enters a modified formula.
45. When moving a range of cells, what needs to be selected before Paste is selected?
- a. cell A1
  - b. the Esc key
  - c. a new range of cells
  - d. the upper-left cell of the range where the data is to be pasted
46. The Fill handle is
- a. used to change the color of a cell.
  - b. used to copy the contents of the selected cell to adjacent cells.
  - c. an icon used to scroll a worksheet.
  - d. a cell representing a column of labels.
47. A technique in which a cell is clicked to place its reference in a formula is called
- a. selecting.
  - b. pointing.
  - c. formula fill.
  - d. cell referencing.

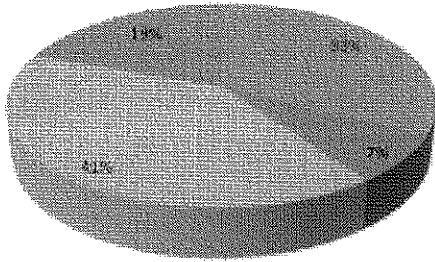
	A	B	C
1	25	52	
2	30	42	
3	-10	2	
4			

48. Using the data in the worksheet above, what will be displayed by the formula  $=MAX(A2:B3)$ ?
- a. -10
  - b. 52
  - c. 30
  - d. 42

49. Using the data in the worksheet above, what will be displayed by the formula =MIN (A1 : B3) ?
- a. -10  
b. 52  
c. 30  
d. 42
50. Using the data in the worksheet above, what will be displayed by the formula =SUM (A1 : A3) ?
- a. -10  
b. 45  
c. 30  
d. 141
51. Using the data in the worksheet above, what will be displayed by the formula =SUM (B1 : B3) ?
- a. 25  
b. 44  
c. 94  
d. 96
52. Using the data in the worksheet above, what will be displayed by the formula =MIN (B1 : B3) ?
- a. 2  
b. 52  
c. -10  
d. 26
53. The worksheet data below has been sorted in ascending order. Which column was the key sort column when the data was sorted?

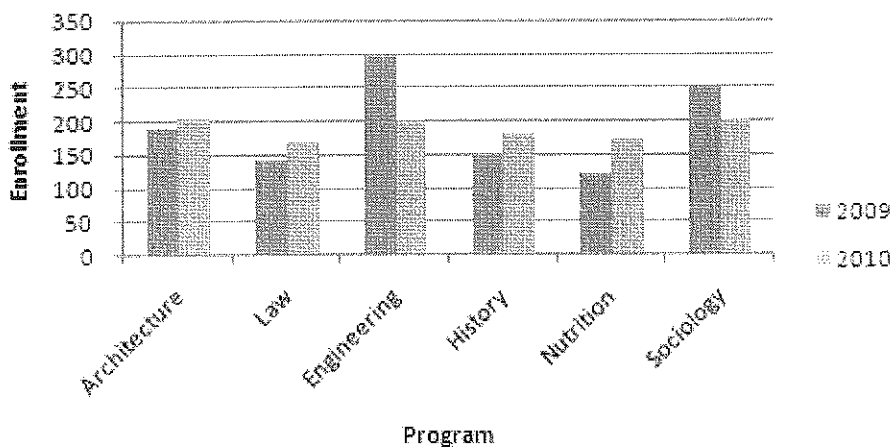
	A	B	C
1	Item Number	Item Name	Inventory
2	50-336-789	Lawn Mower	43
3	70-228-912	Rake	72
4	45-124-777	Shovel	34

- a. column A  
b. column B  
c. column C  
d. Inventory
54. The chart title
- a. describes what is charted.  
b. is below the category labels.  
c. is the sum of the data range.  
d. is also the vertical axis label.
55. Which chart object identifies each value in a data series?
- a. series name  
b. plot area  
c. data labels  
d. legend
56. Which chart object is the part of the chart that displays data?
- a. series name  
b. Plot Area  
c. data labels  
d. legend
57. Which type of chart is best for charting data that is a percentage of a whole?
- a. bar  
b. column  
c. line  
d. pie



- \_\_\_ 58. Which type of chart is shown above?
- |           |         |
|-----------|---------|
| a. bar    | c. line |
| b. column | d. pie  |
- \_\_\_ 59. Which type of chart would best illustrate each department's sales as a percentage of the overall store sales?
- |         |         |
|---------|---------|
| a. bar  | c. pie  |
| b. line | d. area |
- \_\_\_ 60. The first step in creating a pie chart is to
- |                                     |                            |
|-------------------------------------|----------------------------|
| a. select a location for the chart. | c. select the chart type.  |
| b. select the data to be charted.   | d. verify the source data. |
- \_\_\_ 61. Which type of chart is best for comparing the differences between values?
- |          |         |
|----------|---------|
| a. bar   | c. line |
| b. value | d. pie  |
- \_\_\_ 62. Which type of chart is best for displaying the differences of data over time?
- |          |         |
|----------|---------|
| a. bar   | c. line |
| b. value | d. pie  |
- \_\_\_ 63. Which type of chart would best illustrate price fluctuations over a period of time for three stocks?
- |         |         |
|---------|---------|
| a. bar  | c. pie  |
| b. line | d. area |
- \_\_\_ 64. Which type of chart would best illustrate a comparison of the number of employees in each department of a store?
- |         |         |
|---------|---------|
| a. bar  | c. pie  |
| b. line | d. area |

## College Program Enrollments



- \_\_\_\_\_ 65. Which type of chart is shown above?
- a. column                                        c. pie  
b. line     d. area
- \_\_\_\_\_ 66. How many data series were used to create the chart above?
- a. 1     c. 3  
b. 2     d. 4
- \_\_\_\_\_ 67. In the chart above, which is the first horizontal axis label?
- a. 0    c. 2009  
b. Architecture                                    d. Program
- \_\_\_\_\_ 68. In the chart above, which is the first vertical axis label?
- a. 0    c. 2009  
b. Architecture                                    d. Program

### Completion

Complete each statement.

#### *Word bank*

<i>Bold</i>	<i>Margins</i>	<i>Average</i>	<i>Italics</i>	<i>Header</i>
<i>Justified</i>	<i>SUM</i>	<i>Corner</i>	<i>Clip</i>	<i>Pointing</i>
<i>Range</i>	<i>Worksheet</i>	<i>Reference</i>	<i>Pie</i>	<i>72</i>
<i>Max</i>	<i>Min</i>	<i>Worksheets</i>		

69. In an inch, there are \_\_\_\_\_ points.
70. The text style that prints darker letters is called \_\_\_\_\_.
71. The text style that creates slanted letters is called \_\_\_\_\_.
72. The alignment that creates straight edges on both sides of a paragraph is called \_\_\_\_\_.



73. The white regions around the text on a page are called the \_\_\_\_\_.
74. The area at the top of a page that is often used to include the page number, document file name, or chapter title, is called a(n) \_\_\_\_\_.
75. Word contains graphic files called \_\_\_\_\_ art.
76. An Excel spreadsheet document is called a(n) \_\_\_\_\_.
77. Each Excel workbook contains three \_\_\_\_\_.
78. The column letter and row number that identify a single cell is called a cell \_\_\_\_\_.
79. A selection of two or more cells is called a(n) \_\_\_\_\_.
80. The best method for entering cell references into a formula is \_\_\_\_\_.
81. To size a picture proportionately, a(n) \_\_\_\_\_ handle should be dragged.
82. The \_\_\_\_\_ function adds the value of the cells in a range.
83. The \_\_\_\_\_ function adds the value of the cells in a range and then divides the result by the number of cells in the range.
84. The \_\_\_\_\_ function determines the maximum value in a range of cells.
85. The \_\_\_\_\_ function determines the minimum value in a range of cells.
86. The best chart type for charting data that is a percentage of a whole is \_\_\_\_\_.

## Matching

*Match the letter with the corresponding type of alignment:*

- a — The scientific classification of the zebras are as follows:  
mountain zebra is Equus zebra, Burchell's zebra is Equus  
burchelli, and Grevy's zebra is Equus grevyi.
- b — The scientific classification of the zebras are as follows:  
mountain zebra is Equus zebra, Burchell's zebra is Equus  
burchelli, and Grevy's zebra is Equus grevyi.
- c — The scientific classification of the zebras are as follows:  
mountain zebra is Equus zebra, Burchell's zebra is Equus  
burchelli, and Grevy's zebra is Equus grevyi.
- d — The scientific classification of the zebras are as follows:  
mountain zebra is Equus zebra, Burchell's zebra is Equus  
burchelli, and Grevy's zebra is Equus grevyi.

- \_\_\_\_\_ 87. justified alignment
- \_\_\_\_\_ 88. right alignment

\_\_\_ 89. center alignment

\_\_\_ 90. left alignment