

**BIM Fall Midterm Review
Answer Section**

MULTIPLE CHOICE

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|--------------------------------------|--------|------------------------------------|
| 1. ANS: B | PTS: 1 | TOP: What is a Word Processor? |
| KEY: application word processor | | |
| 2. ANS: B | PTS: 1 | TOP: What is a Word Processor? |
| KEY: title bar | | |
| 3. ANS: D | PTS: 1 | TOP: Editing Text |
| 4. ANS: C | PTS: 1 | KEY: formatting marks |
| KEY: spelling errors | | TOP: Spelling and Grammar Checking |
| 5. ANS: C | PTS: 1 | TOP: Selecting Text |
| KEY: selecting text | | |
| 6. ANS: B | PTS: 1 | TOP: Selecting Text |
| KEY: selecting text | | |
| 7. ANS: C | PTS: 1 | TOP: Cut Copy and Paste |
| KEY: duplicating text copy paste | | |
| 8. ANS: B | PTS: 1 | TOP: Finding and Replacing Text |
| KEY: finding text | | |
| 9. ANS: D | PTS: 1 | TOP: Formatting Characters |
| KEY: size points | | |
| 10. ANS: A | PTS: 1 | TOP: Formatting Characters |
| KEY: formatting | | |
| 11. ANS: A | PTS: 1 | TOP: Formatting Characters |
| KEY: formatting | | |
| 12. ANS: D | PTS: 1 | TOP: Paragraph Alignment |
| KEY: alignment | | |
| 13. ANS: B | PTS: 1 | TOP: Paragraph Alignment |
| KEY: alignment | | |
| 14. ANS: A | PTS: 1 | TOP: Paragraph Alignment |
| KEY: alignment | | |
| 15. ANS: C | PTS: 1 | TOP: Using a Thesaurus |
| KEY: thesaurus | | |
| 16. ANS: C | PTS: 1 | TOP: Using a Thesaurus |
| KEY: synonym thesaurus | | |
| 17. ANS: B | PTS: 1 | TOP: Using a Thesaurus |
| KEY: thesaurus Research task pane | | |
| 18. ANS: A | PTS: 1 | TOP: Margins |
| KEY: margins | | |
| 19. ANS: B | PTS: 1 | TOP: Line Spacing |
| KEY: double-spacing | | |
| 20. ANS: D | PTS: 1 | TOP: Tabs and Tab Stops |
| KEY: tab stops | | |
| 21. ANS: A | PTS: 1 | TOP: Tabs and Tab Stops |
| KEY: tab stops | | |
| 22. ANS: A | PTS: 1 | TOP: Tabs and Tab Stops |
| KEY: tab stops removing a tab stop | | |

23. ANS: A PTS: 1 TOP: Hanging and First Line Indents
KEY: hanging indent
24. ANS: C PTS: 1 TOP: Hanging and First Line Indents
KEY: first line indent
25. ANS: C PTS: 1 TOP: Headers and Footers
KEY: header
26. ANS: C PTS: 1 TOP: Adding Graphics
KEY: clip art | keywords
27. ANS: C PTS: 1 TOP: What is a Spreadsheet?
KEY: worksheet | workbook
28. ANS: C PTS: 1 TOP: What is a Spreadsheet?
KEY: cell
29. ANS: A PTS: 1 TOP: What is a Spreadsheet?
KEY: cell references
30. ANS: B PTS: 1 TOP: What is a Spreadsheet?
KEY: sheet tabs
31. ANS: D PTS: 1 TOP: Entering Data into a Worksheet
KEY: worksheet data | label | value | date/time
32. ANS: D PTS: 1 TOP: Entering Data into a Worksheet
KEY: entering data | Esc key
33. ANS: A PTS: 1 TOP: Entering Data into a Worksheet
KEY: entering data | Enter key
34. ANS: A PTS: 1 TOP: Editing Cell Contents
KEY: pointer | mouse
35. ANS: A PTS: 1 TOP: Formatting Cells
KEY: formatting cells | Accounting
36. ANS: D PTS: 1 TOP: Formatting Cells
KEY: formatting cells | Percentage
37. ANS: B PTS: 1 TOP: Formatting Cells
KEY: number formats | General
38. ANS: B PTS: 1 TOP: Formatting Cells
KEY: ##### | column width
39. ANS: C PTS: 1 TOP: Applying Themes and Cell Styles
KEY: themes
40. ANS: B PTS: 1 TOP: Previewing and Printing a Worksheet
KEY: Page Layout view | previewing
41. ANS: B PTS: 1 TOP: Headers and Footers
KEY: header | footer | Page Layout view
42. ANS: D PTS: 1 TOP: Using Formulas to Perform Calculations | Using Cell References in Formulas
KEY: formula | order of operations
43. ANS: C PTS: 1 TOP: Using Formulas to Perform Calculations | Using Cell References in Formulas
KEY: formula | order of operations
44. ANS: A PTS: 1 TOP: Displaying Formulas
KEY: displaying formulas
45. ANS: D PTS: 1 TOP: Cut Copy and Paste
KEY: cut | copy | paste | moving cells
46. ANS: B PTS: 1 TOP: Cut Copy and Paste

- KEY: Fill handle | copy
47. ANS: B PTS: 1 TOP: Using Functions to Perform Calculations
KEY: pointing | functions
48. ANS: D PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | MAX
49. ANS: A PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | MIN
50. ANS: B PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | SUM
51. ANS: D PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | SUM
52. ANS: A PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | MIN
53. ANS: B PTS: 1 TOP: Sorting Data KEY: sorting | key sort column
54. ANS: A PTS: 1 TOP: Charts KEY: chart title
55. ANS: C PTS: 1 TOP: Charts KEY: data series | data labels
56. ANS: B PTS: 1 TOP: Charts KEY: Plot Area
57. ANS: D PTS: 1 TOP: Creating Pie Charts
KEY: pie chart
58. ANS: D PTS: 1 TOP: Creating Pie Charts
KEY: pie chart
59. ANS: C PTS: 1 TOP: Creating Pie Charts
KEY: pie chart NOT: Requires critical thinking skills.
60. ANS: B PTS: 1 TOP: Creating Pie Charts
KEY: pie chart
61. ANS: A PTS: 1 TOP: Creating Bar and Line Charts
KEY: bar chart
62. ANS: C PTS: 1 TOP: Creating Bar and Line Charts
KEY: line chart
63. ANS: B PTS: 1 TOP: Creating Bar and Line Charts
KEY: line chart NOT: Requires critical thinking skills.
64. ANS: A PTS: 1 TOP: Creating Bar and Line Charts
KEY: bar chart NOT: Requires critical thinking skills.
65. ANS: A PTS: 1 TOP: Creating Bar and Line Charts
KEY: column chart
66. ANS: B PTS: 1 TOP: Creating Bar and Line Charts
KEY: data series
67. ANS: B PTS: 1 TOP: Creating Bar and Line Charts
KEY: axis labels
68. ANS: A PTS: 1 TOP: Creating Bar and Line Charts
KEY: axis labels

COMPLETION

69. ANS:
72
seventy-two
seventy two

- PTS: 1 TOP: Formatting Characters KEY: points | size
70. ANS: bold
- PTS: 1 TOP: Formatting Characters KEY: styles | bold
71. ANS: italic
italics
- PTS: 1 TOP: Formatting Characters KEY: styles | italic
72. ANS: justified
- PTS: 1 TOP: Paragraph Alignment KEY: alignment | justified
73. ANS: margins
- PTS: 1 TOP: Margins KEY: margins
74. ANS: header
- PTS: 1 TOP: Headers and Footers KEY: header
75. ANS: clip
- PTS: 1 TOP: Adding Graphics KEY: graphic | clip art
76. ANS: worksheet
- PTS: 1 TOP: What is a Spreadsheet? KEY: worksheet
77. ANS: worksheets
sheets
- PTS: 1 TOP: What is a Spreadsheet? KEY: worksheet | sheet
78. ANS: reference
- PTS: 1 TOP: What is a Spreadsheet? KEY: cell references
79. ANS: range
- PTS: 1 TOP: Selecting Cells KEY: range | selecting cells
80. ANS: pointing
- PTS: 1 TOP: Using Cell References in Formulas
KEY: pointing | formula
81. ANS: corner
- PTS: 1 TOP: Adding Graphics KEY: graphic | sizing a graphic
82. ANS: SUM
- PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | SUM
83. ANS: AVERAGE

PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | AVERAGE

84. ANS:
MAX
maximum

PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | MAX

85. ANS:
MIN
minimum

PTS: 1 TOP: Using Functions to Perform Calculations
KEY: functions | MIN

86. ANS: pie

PTS: 1 TOP: Creating Pie Charts KEY: pie chart

MATCHING

87. ANS: D PTS: 1 TOP: Paragraph Alignment
KEY: alignment

88. ANS: C PTS: 1 TOP: Paragraph Alignment
KEY: alignment

89. ANS: B PTS: 1 TOP: Paragraph Alignment
KEY: alignment

90. ANS: A PTS: 1 TOP: Paragraph Alignment
KEY: alignment