

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Chapter 1 - Microsoft Office Basics

1. A word processor application used to produce professional-looking documents such as letters, resumes, and reports.
  2. A spreadsheet application used to organize, analyze, and chart data.
  3. A presentation application used to organize and format slides.
  4. An area on the screen where the user interacts with the software.
  5. The window is the application \_\_\_\_\_.
  6. The file name of the open document is displayed in the \_\_\_\_\_.
  7. Click the \_\_\_\_\_ to display Backstage view which includes file management options such as opening and saving.
  8. Click a button on the \_\_\_\_\_ to execute a command or press the button's keyboard shortcut.
  9. Click a tab on the \_\_\_\_\_ to access groups of commands.
  10. Click \_\_\_\_\_ to hide a window.
  11. Click \_\_\_\_\_ to expand the window to fill the screen.
  12. Click \_\_\_\_\_ to restore the window to its smaller size.
  13. View information about the document in the \_\_\_\_\_.
  14. Drag the \_\_\_\_\_ to size the window.
  15. Drag the \_\_\_\_\_ to view unseen parts of the document.
  16. Click \_\_\_\_\_ to close the window.
  17. Click \_\_\_\_\_ to display a window with Word help.
  18. Used to communicate with an application.
  19. Used to enter text and numeric data.
  20. Press and hold the \_\_\_\_\_ while pressing a character key to enter uppercase letters.
  21. Used to end a paragraph or terminate a line of text.
- A. Backspace key
  - B. Ribbon
  - C. Word
  - D. Close
  - E. Maximize
  - F. Delete key
  - G. Minimize
  - H. Excel
  - I. keyboard
  - J. input devices
  - K. window corner
  - L. File tab
  - M. scroll bars
  - N. mouse
  - O. Enter key
  - P. Help
  - Q. insertion point
  - R. status bar
  - S. Restore down
  - T. Quick Access Toolbar
  - U. interface

22. Press the \_\_\_\_\_ to erase the character to the right of the insertion point. V. Shift key
23. Press the \_\_\_\_\_ to erase the character to the left of the insertion point. W. PowerPoint
24. Used to select command and respond to application prompts. X. window
25. The blinking vertical line that indicates where the next character will be typed. Y. title bar