

Content-Based Assessments

Matching

Match each term in the second column with its correct definition in the first column by writing the letter of the term on the blank line in front of the correct definition.

- _____ 1. A collection of information stored on a computer under a single name.
- _____ 2. A container in which you store files.
- _____ 3. A folder within a folder.
- _____ 4. The program that displays the files and folders on your computer.
- _____ 5. The Windows menu that is the main gateway to your computer.
- _____ 6. In Windows 7, a window that displays the contents of the current folder, library, or device, and contains helpful parts so that you can navigate.
- _____ 7. In Windows, a collection of items, such as files and folders, assembled from various locations that might be on your computer.
- _____ 8. The bar at the top of a folder window with which you can navigate to a different folder or library, or go back to a previous one.
- _____ 9. An instruction to a computer program that carries out an action.
- _____ 10. Small pictures that represent a program, a file, a folder, or an object.
- _____ 11. A set of instructions that a computer uses to perform a specific task.
- _____ 12. A spreadsheet program used to calculate numbers and create charts.
- _____ 13. The user interface that groups commands on tabs at the top of the program window.
- _____ 14. A bar at the top of the program window displaying the current file and program name.
- _____ 15. One or more keys pressed to perform a task that would otherwise require a mouse.

- A** Address bar
- B** Command
- C** File
- D** Folder
- E** Folder window
- F** Icons
- G** Keyboard shortcut
- H** Library
- I** Microsoft Excel
- J** Program
- K** Ribbon
- L** Start menu
- M** Subfolder
- N** Title bar
- O** Windows Explorer

Multiple Choice

Circle the correct answer.

- 1. A small toolbar with frequently used commands that displays when selecting text or objects is the:
 - A.** Quick Access Toolbar
 - B.** Mini toolbar
 - C.** Document toolbar
- 2. In Office 2010, a centralized space for file management tasks is:
 - A.** a task pane
 - B.** a dialog box
 - C.** Backstage view
- 3. The commands Save, Save As, Open, and Close in Backstage view are located:
 - A.** above the Backstage tabs
 - B.** below the Backstage tabs
 - C.** under the screen thumbnail
- 4. The tab in Backstage view that displays information about the current file is the:
 - A.** Recent tab
 - B.** Info tab
 - C.** Options tab
- 5. Details about a file, including the title, author name, subject, and keywords are known as:
 - A.** document properties
 - B.** formatting marks
 - C.** KeyTips
- 6. An Office feature that displays a list of potential results is:
 - A.** Live Preview
 - B.** a contextual tab
 - C.** a gallery

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7. A type of formatting emphasis applied to text such as bold, italic, and underline, is called:
A. a font style B. a KeyTip C. a tag
8. A technology showing the result of applying formatting as you point to possible results is called:
A. Live Preview B. Backstage view C. gallery view
9. A temporary storage area that holds text or graphics that you select and then cut or copy is the:
A. paste options gallery B. ribbon C. Office clipboard
10. A file that has been reduced in size is:
A. a compressed file B. an extracted file C. a PDF file