Chapter 5:

Basic Productivity Applications

## Multiple Choice:

1. Entering and editing text can be done most efficiently using a:
	1. spreadsheet.
	2. desktop publishing program.
	3. typewriter.
	4. word processing program.

**Answer:** D **Reference:** Word Processing Tools and Techniques **Difficulty:** Easy

1. The common term pronounced “wizzy-wig” stands for:
	1. what you see is what you get.
	2. what you see works in great ways.
	3. WYSWWIG.
	4. WZZYWIG.

**Answer:** A **Reference:** Word Processing Tools and Techniques **Difficulty:** Easy

1. To have a page number and chapter title appear at the bottom of every page, create a:
	1. header.
	2. footer.
	3. footnote.
	4. heading at the bottom of the page.

**Answer:** B **Reference:** Word Processing Tools and Techniques **Difficulty:** Easy

1. What is the term for how words will appear on a page?
	1. Typeface
	2. Point size
	3. Character formatting
	4. Text formatting

**Answer:** D **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

1. The alignment of text on a line is referred to as:
	1. spacing.
	2. alignment.
	3. justification.
	4. margin alignment.

**Answer:** C **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

1. When both margins are straight and smooth, the document contains:
	1. left justification.
	2. full alignment.
	3. full justification.
	4. right justification.

**Answer:** C **Reference:** Word Processing Tools and Techniques **Difficulty:** Easy

1. Documents converted to \_\_\_\_\_\_\_\_\_\_\_ can be published to the Web.
	1. a .doc file
	2. HTML
	3. http
	4. machine language

**Answer:** B **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

1. Characters displayed on a monitor or printed on paper are simply:
	1. a row of straight lines.
	2. dots of light.
	3. a collection of dots.
	4. made by a laser.

**Answer:** C **Reference:** How It Works: 5.1 Font Technology **Difficulty:** Moderate

1. The two primary companies developing OpenType font formats are Microsoft and:
	1. Intel.
	2. IBM.
	3. Hewlett-Packard.
	4. Adobe.

**Answer:** D **Reference:** How It Works: 5.1 Font Technology **Difficulty:** Challenging

1. Where are downloadable fonts stored?
	1. In the printer
	2. In the computer system
	3. On CD
	4. On a HP CD

**Answer:** B **Reference:** How It Works: 5.1 Font Technology **Difficulty:** Moderate

1. What type of font looks fine on a monitor but is not smooth when printed?
	1. Bitmapped font
	2. Downloadable
	3. Scalable
	4. Unscalable

**Answer:** A **Reference:** How It Works: 5.1 Font Technology **Difficulty:** Challenging

1. Printer fonts are stored in the:
	1. RAM of the computer system.
	2. ROM of the computer system.
	3. RAM of the printer.
	4. ROM of the printer.

**Answer:** D **Reference:** How It Works 5.1: Font Technology **Difficulty:** Moderate

1. What may happen if a font resides in a printer and you take your document to another computer system?
	1. The same printer font may not be available.
	2. The font will be saved with the document.
	3. The font cannot reside only in the printer.
	4. Fonts are all the same on every printer.

**Answer:** A **Reference:** How It Works 5.1: Font Technology **Difficulty:** Challenging

1. Advanced word processing features include all EXCEPT creation of:
	1. alternate headers and footers.
	2. columns.
	3. detailed architectural drawings.
	4. stylesheets.

**Answer:** C **Reference:** Word Processing Tools and Techniques **Difficulty:** Easy

1. If you type “recieve” instead of “receive,” \_\_\_\_\_\_\_\_\_\_\_\_ will automatically change it.
	1. autocorrect
	2. autoedit
	3. autooptions
	4. a macro

**Answer:** A **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

1. To find a word to replace “happiness,” use the:
	1. spelling checker.
	2. dictionary.
	3. autocorrect feature.
	4. thesaurus.

**Answer:** D **Reference:** Digital References **Difficulty:** Moderate

1. Digital References include all EXCEPT:
	1. dictionaries.
	2. atlases.
	3. databases.
	4. almanacs.

**Answer:** C **Reference:** Digital References **Difficulty:** Easy

1. The errors in the sentence “Their is a read house on this block” would be caught by the:
	1. spelling checker.
	2. thesaurus.
	3. autocorrect checker.
	4. grammar and style checker.

**Answer:** D **Reference:** Grammar and Style Checkers **Difficulty:** Easy

1. When someone receives a letter that appears to be personally addressed with customized paragraphs, yet you know it was not generated individually, it probably came from a word processor with:
	1. mail merge.
	2. database capabilities.
	3. merge and mail options.
	4. the capability to combine word processing, spreadsheets, and databases.

**Answer:** A **Reference:** Form-Letter Generators **Difficulty:** Moderate

1. Software designed to be used by several people simultaneously is known as:
	1. shareware.
	2. cluster software.
	3. groupware.
	4. group taskware.

**Answer:** C **Reference:** Collaborative Writing Tools **Difficulty:** Moderate

1. What is essential for a computer to recognize handwriting?
	1. Special recognition hardware
	2. Sophisticated software
	3. Recognition software
	4. Track changes software

**Answer:** B **Reference:** Processing Handwritten Words **Difficulty:** Easy

1. Speech-recognition software is most popular for:
	1. people with physical limitations to use a keyboard.
	2. doctors to input patient notes.
	3. CEOs who then have less need for secretarial transcription.
	4. PDA users.

**Answer:** A **Reference:** Processing Handwritten Words **Difficulty:** Easy

1. The most professional software for publishing a book is:
	1. desktop publishing software.
	2. Word.
	3. a database program.
	4. PowerPoint.

**Answer:** A **Reference:** What Is Desktop Publishing? **Difficulty:** Easy

1. Potential source documents for desktop publishing include all of the following EXCEPT:
	1. drawings.
	2. articles.
	3. photographs.
	4. database folders.

**Answer:** D **Reference:** What Is Desktop Publishing? **Difficulty:** Easy

1. Popular page-layout software includes all of the following EXCEPT:
	1. QuarkXPress.
	2. Adobe PageMaker.
	3. PowerPoint.
	4. Adobe InDesign.

**Answer:** C **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

1. A \_\_\_\_\_\_\_\_\_\_\_\_ is a professionally designed “empty” document that can be adapted to the user’s needs.
	1. template
	2. file
	3. guide
	4. user guide file

**Answer:** A **Reference:** What Is Desktop Publishing? **Difficulty:** Easy

1. Most professional typesetters use a minimum of \_\_\_\_\_\_\_\_\_\_\_\_ dpi for printing top-quality desktop publishing work.
	1. 600
	2. 1,200
	3. 1,800
	4. 480x640

**Answer:** B **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

1. All types of documents can be stored, viewed, and modified on a Mac or PC using:
	1. Adobe’s PDF.
	2. Adobe’s PageMaker.
	3. Adobe’s InDesign.
	4. Microsoft’s Word.

**Answer:** A **Reference:** Paperless Publishing and the Web **Difficulty:** Moderate

1. Web pages are saved in \_\_\_\_\_\_\_\_\_\_\_\_ format.
	1. http://
	2. HTML
	3. DOC
	4. URL

**Answer:** B **Reference:** Paperless Publishing and the Web **Difficulty:** Easy

1. Common problems with Web publishing include all of the following EXCEPT:
	1. access is still somewhat limited.
	2. attracting people to the Web site.
	3. copyright protection.
	4. a Web site can be altered by anyone.

**Answer:** A **Reference:** Paperless Publishing and the Web **Difficulty:** Moderate

1. A form of digital paper that looks and feels somewhat like real paper is known as:
	1. an ebook.
	2. epaper.
	3. an electronic book.
	4. esheet.

**Answer:** B **Reference:** Electronic Books and Digital Paper **Difficulty:** Moderate

1. A budget for a business could best be created in a:
	1. spreadsheet program.
	2. word processing program.
	3. desktop publishing program.
	4. database program.

**Answer:** A **Reference:** The Spreadsheet: Software for Simulation and Speculation
**Difficulty:** Easy

1. What is the intersection of a column and a row on a worksheet called?
	1. Column
	2. Value
	3. Address
	4. Cell

**Answer:** D **Reference:** The Malleable Matrix **Difficulty:** Easy

1. A1, C23, and BB20 are examples of:
	1. worksheet addresses.
	2. document cells.
	3. database locators.
	4. worksheet page numbers.

**Answer:** A **Reference:** The Malleable Matrix **Difficulty:** Easy

1. =((C10+C11)/12)+D18) is an example of a:
	1. function.
	2. cell address.
	3. formula.
	4. value.

**Answer:** C **Reference:** The Malleable Matrix **Difficulty:** Easy

1. =SUM(B1:B8) is an example of a:
	1. function.
	2. cell address.
	3. formula.
	4. value.

**Answer:** A **Reference:** The Malleable Matrix **Difficulty:** Easy

1. A reusable set of commands or steps saved by a user is called a:
	1. macro.
	2. template.
	3. function.
	4. relative reference.

**Answer:** A **Reference:** The Malleable Matrix **Difficulty:** Moderate

1. Types of charts that can be created in a spreadsheet program include all EXCEPT a \_\_\_\_\_\_\_\_\_\_\_\_ chart.
	1. pie
	2. scatter
	3. bar
	4. block

**Answer:** D **Reference:** Spreadsheet Graphics: From Digits to Drawings **Difficulty:** Moderate

1. A popular accounting software program is:
	1. Excel.
	2. Access.
	3. Quicken.
	4. Adobe’s PDF.

**Answer:** C **Reference:** Money Managers **Difficulty:** Moderate

1. In general, computer modeling is the use of computers to create:
	1. clothing and accessories for sale over the Internet.
	2. replicas of engineering drawings.
	3. clay models for commercials.
	4. abstract models.

**Answer:** D **Reference:** Calculated Risks: Computer Modeling and Simulation
**Difficulty:** Moderate

1. Learning how to fly a jet through use of a computer system is known as:
	1. a computer simulation.
	2. a realistic simulation captivation.
	3. virtual reality.
	4. computer virtual space.

**Answer:** A **Reference:** Computer Simulations: The Rewards **Difficulty:** Easy

1. Computer simulations can create \_\_\_\_\_\_\_\_\_\_\_\_, so a student can see and understand potential relationships that are otherwise difficult or impossible to see.
	1. virtualities
	2. wizards
	3. macros
	4. visualizations

**Answer:** D **Reference:** Computer Simulations: The Rewards **Difficulty:** Moderate

1. A realistic term that captures the idea that the information that comes out of a computer system is only as good, accurate, and valid as the data that goes into it is known as:
	1. WYSIWYG.
	2. GIGI.
	3. GIGO.
	4. virtual reality.

**Answer:** C **Reference:** GIGO Revisited **Difficulty:** Moderate

1. A computer agent is designed to \_\_\_\_\_\_\_\_\_\_\_\_, as well as to respond to commands and notice user patterns.
	1. print information
	2. access Internet databases
	3. open necessary programs automatically
	4. ask questions

**Answer:** D **Reference:** Inventing the Future: Truly Intelligent Agents **Difficulty:** Moderate

1. What is probably being used when a user is guided through installing new software?
	1. A wizard
	2. An intuitive interactive software program
	3. A bot
	4. A macro

**Answer:** A **Reference:** Inventing the Future: Truly Intelligent Agents **Difficulty:** Challenging

1. A potentially new development of a computer that is able to sense the emotional state of the user and respond accordingly is known as:
	1. affective computers.
	2. effective use computing.
	3. intuitive realism.
	4. virtual reality.

**Answer:** A **Reference:** Inventing the Future: Truly Intelligent Agents **Difficulty:** Challenging

## Fill in the Blank:

1. The first step when starting a word processing project is to \_\_\_\_\_\_\_\_\_\_\_\_ text.

**Answer:** enter **Reference:** Word Processors and Other Word Tools **Difficulty:** Easy

1. The last step of a word processed document may be to \_\_\_\_\_\_\_\_\_\_\_\_ the document after saving it.

**Answer:** print **Reference:** Word Processors and Other Word Tools **Difficulty:** Moderate

1. Coaching or a help feature that walks a reader through a process step-by-step is known as a(n) \_\_\_\_\_\_\_\_\_\_\_.

**Answer:** wizard **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

1. Custom styles for various elements of a word processed document can be defined in \_\_\_\_\_\_\_\_\_\_\_.

**Answer:** stylesheets **Reference:** Word Processing Tools and Techniques **Difficulty:** Challenging

1. If a word processed document is straight on the left margin but ragged on the right, it is \_\_\_\_\_\_\_\_\_\_\_\_.

**Answer:** left-justified **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

1. When the title of a book consistently appears at the top of every page, the user has invoked a(n) \_\_\_\_\_\_\_\_\_\_\_\_.

**Answer:** header **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

1. \_\_\_\_\_\_\_\_\_\_\_\_ software accepts a user’s voice as sound waves, interprets them into patterns, and displays on the screen.

**Answer:** Speech-recognition **Reference:** Processing Words with Speech **Difficulty:** Moderate

1. The best software for producing a book or magazine is \_\_\_\_\_\_\_\_\_\_\_\_ software.

**Answer:** desktop publishing **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

1. \_\_\_\_\_\_\_\_\_\_\_\_ are professionally designed documents included with a program.

**Answer:** Templates **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

1. A(n) \_\_\_\_\_\_\_\_\_\_\_\_ is a handheld device that can contain anything from a news story to the Bible.

**Answer:** ebook **Reference:** Electronic Books and Digital Paper **Difficulty:** Moderate

1. Ebooks stands for \_\_\_\_\_\_\_\_\_\_\_.

**Answer:** electronic books **Reference:** Electronic Books and Digital Paper **Difficulty:** Moderate

1. The best program to use to create an expense report and a bar chart is a(n) \_\_\_\_\_\_\_\_\_\_\_\_.

**Answer:** spreadsheet **Reference:** The Spreadsheet: Software for Simulation and Speculation
**Difficulty:** Easy

1. A spreadsheet contains \_\_\_\_\_\_\_\_\_\_\_\_ across and columns down.

**Answer:** rows **Reference:** The Malleable Matrix **Difficulty:** Easy

1. A user needs to create a(n) \_\_\_\_\_\_\_\_\_\_\_\_ when wanting to multiply the cost of a book by the quantity desired.

**Answer:** formula **Reference:** The Malleable Matrix **Difficulty:** Easy

1. \_\_\_\_\_\_\_\_\_\_\_ in a spreadsheet, often text such as Quarter 1, Quarter 2, and Northwest District in the top row and far left column, are meaningless to the computer, but useful for the reader.

**Answer:** Labels **Reference:** The Malleable Matrix **Difficulty:** Moderate

1. The \_\_\_\_\_\_\_\_\_\_\_ can be used in Excel to help create a pie chart.

**Answer:** Chart Wizard **Reference:** Screen Test: Creating a Worksheet with Microsoft Excel
**Difficulty:** Moderate

1. Spreadsheet programs are good at answering \_\_\_\_\_\_\_\_\_\_\_\_ questions, for example “If I receive a 76% in the class, will it be a Pass or No Pass?”

**Answer: “**what if?” **Reference:** “What If?” Questions **Difficulty:** Easy

1. If a user wants to show a trend or relationship over time in a graphical way, create a(n) \_\_\_\_\_\_\_\_\_\_\_\_.

**Answer:** line chart **Reference:** Spreadsheet Graphics: From Digits to Drawings
**Difficulty:** Moderate

1. GIGO stands for \_\_\_\_\_\_\_\_\_\_\_.

**Answer:** garbage in, garbage out **Reference:** Working Wisdom: Eradicating Spreadsheet Errors
**Difficulty:** Easy

1. \_\_\_\_\_\_\_\_\_\_\_ uses computers to create abstract replicas of objects, organisms, and processes.

**Answer:** Modeling **Reference:** Calculated Risks: Computer Modeling and Simulation
**Difficulty:** Moderate

1. When a user and a program react to one another within a modeling arena, it is known as a(n) \_\_\_\_\_\_\_\_\_\_\_\_.

**Answer:** feedback loop **Reference:** Calculated Risks: Computer Modeling and Simulation
**Difficulty:** Moderate

1. A software robot that crawls around the Web to collect information is known as a(n) \_\_\_\_\_\_\_\_\_\_\_.

**Answer:** bot **Reference:** Inventing the Future: Truly Intelligent Agents
**Difficulty:** Moderate

Matching:

1. Match the following items to their names:

I.

VII.

II.

VI.

V.

IV.

III.

I. A. Excel window

II. B. Row

III. C. Cell

IV. D. Labels

V. E. Function

VI. F. Column

VII. G. Values

**Answers:** F, B, C, E, A, D, G **Reference:** The Spreadsheet **Difficulty:** Moderate

1. Choose the order of steps that a user *usually* follows to work with a word processed document:

I. Typically Step 1 A. Save document

II. Typically Step 2 B. Edit text

III. Typically Step 3 C. Format document

IV. Typically Step 4 D. Print document

V. Typically Step 5 E. Proofead document

VI. Typically Step 6 F. Enter text

**Answers:** F, B, C, E, A, D **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate