





# CONCEPTS REVIEW

Match each application with the correct icon.

- 1 Microsoft PowerPoint      a. 
- 2 Microsoft Excel            b. 
- 3 Microsoft Word            c. 
- 4 Microsoft Access         d. 

Select the best answer from the list of choices.

- 5 Excel can be used for all of the following tasks, EXCEPT:
  - a. Entering columns or rows of numbers
  - b. Creating charts
  - c. Creating columnar text
  - d. Recalculating numeric data
- 6 Which of the following is *not* a feature found in Word?
  - a. AutoCorrect
  - b. Drop cap
  - c. Slide
  - d. On-screen form
- 7 Word documents can
  - a. Be easily modified and rearranged
  - b. Contain graphics
  - c. Be in a columnar format
  - d. Contain all these effects
- 8 You can create an on-screen slide show containing graphics and text using
  - a. Word
  - b. PowerPoint
  - c. Excel
  - d. Access

- 9 Access forms can be made easy to use through the use of
  - a. Levers
  - b. Check boxes
  - c. Controls
  - d. Switches
- 10 PowerPoint can create all of the following, EXCEPT:
  - a. Handouts
  - b. Slides
  - c. Outlines
  - d. Data entry screen forms