

Office Systems & Technology
Chapter 9-B

1. S - Absolute Reference
2. V - Active Window
3. FF - Animations
4. DD - Bar Graph
5. K - Commands
6. U - Constant Data
7. G - Data Dictionary
8. II - Default Values
9. O - Dialog Box
10. Y - Document Mode
11. W - Document Protect
12. L - Fields
13. A - Filter
14. J - Footnotes / Endnotes
15. Q - Formula
16. X - Functions
17. P - Hard Page Break
18. R - Header
19. F - Help Menu
20. C - Leading
21. B - Macros
22. HH - Menu Bar
23. AA - Pie Graph
24. BB - Records
25. GG - Relation
26. I - Relative Reference
27. H - Soft Page Break
28. Z - Software Suites
29. N - Table Structure
30. M - Toolbar
31. EE - Transitions
32. JJ - Window / Orphan Function
33. E - Word Processing Software
34. T - Word Wrap
35. CC - Workbook
36. D - Worksheet

- A. A quick and easy way to work with a subset of data in a spreadsheet program list without having to sort the data list first.
- B. A series of word processing commands and instructions that the user groups together as a single command to automatically accomplish a task.
- C. The space between lines.
- D. A single spreadsheet.
- E. Allows user to electronically create, edit, revise, format, save and print documents.
- F. Assists with learning about program functionality or troubleshooting an application.
- G. Automated tool for storing and organizing information about the data maintained in the database.
- H. Automatic page break inserted by the word processing program at the point where the bottom margin is set.
- I. Changes the cell reference in the formula relative to where it is copied.
- J. Citations to references in a document.
- K. Codes that instruct the computer to perform certain functions.
- L. Columns in a table
- M. Contains icons, buttons and boxes for common application tasks.
- N. Describes each field within the table
- O. Displays whenever the application software provides information to the end user or the software needs the end user to enter information or make a selection.
- P. Entering the page break commands places the appropriate codes for ending the page before the bottom margin.
- Q. Equation that performs arithmetic or logic operations on worksheet data.
- R. Group of words or short phrase that appears within the top margin of each page as an identification of the document.
- S. Holds the cell reference in the formula constant.
- T. If a word extends beyond the right margin, it will automatically be placed on the next line.
- U. Information that will not change but will be used on every document produced.
- V. Is in the foreground and the title bar is highlighted.
- W. Lets only authorized reviewers insert comments, a password can be assigned to the document.
- X. Predefined formulas that perform calculations by using specific values, in a particular order or structure.
- Y. Program has a screen ready to accept keyed text.
- Z. Provide word processing, spreadsheets, database management and graphic programs.
- AA. Represents the parts that make up a whole
- BB. Rows in a table.
- CC. Several worksheets.
- DD. Shows a comparison from one time period to another
- EE. Special effects that introduce a slide in the presentation.
- FF. Special sound or visual effects that can be added to the text.
- GG. Two-dimensional table where data about a specific topic in the database are collected.
- HH. Typically includes file, edit, view, insert, format, tools and help functions.
- II. Used to create a standard format that the user may choose to use or change.
- JJ. When on, the word processing software makes automatic decisions about page breaks by eliminating a single line of a paragraph on the bottom or top of a page. The automatic page break ensures that two or more lines of a paragraph are on a page.

True or False

- 37. T - A menu bar and toolbar are included on each window screen.
- 38. F - Columns are typically identified by numbers and rows typically by letters.
- 39. T - Integrated packages are common for home computing.
- 40. F - Page numbers are a part of the preset default format.
- 41. T - Parentheses change the order of a calculation.
- 42. F - Personal information should be used to set the Primary Key in a database file.
- 43. F - Spell check programs will examine subject-verb usage, punctuation, spacing and sentence structure to identify any grammatical errors.
- 44. F - The difference between software suite and an integrated package is availability.