

Office Systems & Technology
Chapter 9-B

1. _____ Absolute Reference
2. _____ Active Window
3. _____ Animations
4. _____ Bar Graph
5. _____ Commands
6. _____ Constant Data
7. _____ Data Dictionary
8. _____ Default Values
9. _____ Dialog Box
10. _____ Document Mode
11. _____ Document Protect
12. _____ Fields
13. _____ Filter
14. _____ Footnotes / Endnotes
15. _____ Formula
16. _____ Functions
17. _____ Hard Page Break
18. _____ Header
19. _____ Help Menu
20. _____ Leading
21. _____ Macros
22. _____ Menu Bar
23. _____ Pie Graph
24. _____ Records
25. _____ Relation
26. _____ Relative Reference
27. _____ Soft Page Break
28. _____ Software Suites
29. _____ Table Structure
30. _____ Toolbar
31. _____ Transitions
32. _____ Window / Orphan Function
33. _____ Word Processing Software
34. _____ Word Wrap
35. _____ Workbook
36. _____ 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. _____ A menu bar and toolbar are included on each window screen.
- 38. _____ Columns are typically identified by numbers and rows typically by letters.
- 39. _____ Integrated packages are common for home computing.
- 40. _____ Page numbers are a part of the preset default format.
- 41. _____ Parentheses change the order of a calculation.
- 42. _____ Personal information should be used to set the Primary Key in a database file.
- 43. _____ Spell check programs will examine subject-verb usage, punctuation, spacing and sentence structure to identify any grammatical errors.
- 44. _____ The difference between software suite and an integrated package is availability.