

Name: _____

Date: _____

Chapter 1 - Microsoft Office Basics

1. A word processor application used to produce professional-looking documents such as letters, resumes, and reports.
2. A spreadsheet application used to organize, analyze, and chart data.
3. A presentation application used to organize and format slides.
4. An area on the screen where the user interacts with the software.
5. The window is the application _____.
6. The file name of the open document is displayed in the _____.
7. Click the _____ to display Backstage view which includes file management options such as opening and saving.
8. Click a button on the _____ to execute a command or press the button's keyboard shortcut.
9. Click a tab on the _____ to access groups of commands.
10. Click _____ to hide a window.
11. Click _____ to expand the window to fill the screen.
12. Click _____ to restore the window to its smaller size.
13. View information about the document in the _____.
14. Drag the _____ to size the window.
15. Drag the _____ to view unseen parts of the document.
16. Click _____ to close the window.
17. Click _____ to display a window with Word help.
18. Used to communicate with an application.
19. Used to enter text and numeric data.
20. Press and hold the _____ while pressing a character key to enter uppercase letters.
21. Used to end a paragraph or terminate a line of text.
22. Press the _____ to erase the character to the right of the insertion point.
23. Press the _____ to erase the character to the left of the insertion point.

- A. Backspace key
- B. Ribbon
- C. Word
- D. Close
- E. Maximize
- F. Delete key
- G. Minimize
- H. Excel
- I. keyboard
- J. input devices
- K. window corner
- L. File tab
- M. scroll bars
- N. mouse
- O. Enter key
- P. Help
- Q. insertion point
- R. status bar
- S. Restore down
- T. Quick Access Toolbar
- U. interface
- V. Shift key
- W. PowerPoint

Chapter 1 Microsoft Office Basics

Timothy J. Newby



Chapter 1 Microsoft Office Basics:

Simply Office 2010 Kate Shoup,2010-07-08 Wanting to make the most of Microsoft Office 2010 But not sure exactly what is has to offer Then look no further as this clear concise guide is the ideal companion for fast and efficient learning Simply Office 2010 runs you through the main features of the Office applications with simple step by step instructions that show you how to tackle dozens of Microsoft Office tasks whilst offering practical examples and advice The simple yet elegant design features a multitude of images as well as tips tricks to make this a perfect reference for all ages and abilities If you are new to Microsoft Office you will find the gentle approach to the software provides a non intimidating and easy to follow resource that helps you to get to grips with the application quickly just follow all instructions on screen at your own speed Each application in the Office suite is covered including Word Excel Outlook Publisher PowerPoint Using Office Internet and graphics tools Packed with advice and screen shots this full colour visual tutorial is excellent value for money Learn something new today read it try it and become your own expert with Simply Office 2010

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Running Microsoft Office 2001 for Mac Steven Schwartz,Robert Correll,2000-09-29 Here s a one stop comprehensive reference for readers using the latest version of Office for the Macintosh This definitive guide covers all the applications in the suite including Microsoft Excel Word PowerPoint RM and Internet Explorer for the Macintosh and introduce the new Alpaca e mail application and Picasso publishing application Like all Microsoft Running titles this book makes authoritative information easy to access and use with everything from concise to the point procedures to detailed explanations and extensive cross referencing

A Quick Course in Microsoft Office for Windows, Version 4.3 Joyce Cox,1995 Teach Yourself VISUALLY Word 2007 Elaine Marmel,2008-03-11 Covers the much anticipated new features of Word 2007 including

collaboration tools XML tags in Word and the Word 2007 facelift the first redesigned UI since Office 97 Ideal for users migrating from older versions of Word and who want to get up to speed on the changes in the application Filled with clear step by step screen shots that show readers how to tackle dozens of Word tasks including new features like the Research Pane side by side comparisons smart tags and maximizing the benefits of the Task Pane Revised interior design offers readers a more sophisticated look with easier navigation

Doing Qualitative Research Using Your Computer Chris Hahn, 2008-04-11 I find your straightforward writing style an absolute joy such a breath of fresh air Angie Ash PhD student thank you very much for your accessible language clear lay out and practical applied approach I suspect that this book will never be far from my side over the next 4 years Mayen Konarski PhD student Using straight forward language Doing Qualitative Research Using Your Computer walks readers through the process of managing and streamlining research projects using commonly available Microsoft software applications Drawing on a wide range of examples to demonstrate how easy it is to use such software this guide is full of useful hints and tips on how to manage research more efficiently and effectively including Formatting transcripts for maximum coding efficiency in Microsoft Word Using features of Word to organize the analysis of data and to facilitate efficient qualitative coding Synchronizing codes categories and important concepts between Microsoft Word and Microsoft Access Efficiently storing and analyzing the qualitative data in Microsoft Excel Creating flexible analytic memos in Access that help lead the researcher to final conclusions Ideal for those students or researchers who don't want to invest in expensive specialised software packages this guide will be an invaluable companion for anyone embarking on their own research project

Learning Microsoft Office for Windows 95 Iris Blanc, 1996 DDC's original Learning Series now comes with a hard cover This unique hardcover with a spiral binding blends high quality with efficiency allowing pages to lay flat Step by step concepts exercises keystrokes mouse commands and applications enable you to learn Microsoft Office for Windows 95 quickly and easily Beginner through expert level Free color template on back cover

Teaching and Learning with Microsoft Office and FrontPage Timothy J. Newby, 2004 Concise and to the point this book provides everything the reader needs to know in order to quickly and easily get up and running with Microsoft 190 Windows XP Office XP and FrontPage XP It guides readers step by step through the use of the software's basic commonly accessed features Numerous examples help lock in concepts Its three level approach novice intermediate and advanced accommodates those with varying skill levels by showing readers the functions of each software application while its concentration on an integrated group of software applications that use many of the same toolbars menus commands etc makes learning easy and fun helping build confidence and fostering early competence The accompanying CD ROM helps develop efficient and effective skills in an exciting interactive forum Topics covered include System Software MS Windows The basics of navigating the system Word Processing MS Word The basics of a writing assistant Spreadsheets MS Excel The basics of a number cruncher Data Management more MS Excel The basics of collecting organizing and retrieving loads of

information Presentation Software MS PowerPoint the basics of creating presentations handouts and more and Web Editor MS FrontPage The basics of Web page development A useful tool for anyone needing to learn the building blocks of the most popular software on the market today this book is of special importance for educators of primary computer classes as well as computer department trainers and those entering the computer workforce The Complete Idiot's Guide to Microsoft Office Sherry Kinkoph,1995 With over three million users Microsoft Office is by far the most popular suite product available The Complete Idiot s Guide to Microsoft Office gives true beginning computer users all the basic information they need in addition to taking them into more intermediate level uses The book s friendly format and lighthearted style take the fear out of learning Microsoft Office *Computing Fundamentals* Faithe Wempen,2014-12-15 Introduction to Computers gets you up to speed on basic computing skills showing you everything you need to know to conquer entry level computing courses Written by a Microsoft Office Master Instructor this useful guide walks you step by step through the most important concepts and skills you need to be proficient on the computer using nontechnical easy to understand language **ABCs of MS Office** 97 Guy Hart-Davis,1997 this new version of Office this book covers basic elements of the software but focuses on providing clear and concise instructions for using the suite s most practical features It is the ideal reference for those who work with several software packages and need a quick course on how to accomplish time critical tasks with a particular module of Office Exploring Microsoft Office 2003 Robert T. Grauer,Maryann Barber,2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Exploring Microsoft Office Brief** Robert T. Grauer,Maryann Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Excel as Your Database** Paul Cornell,2007-04-01 This book shows beginning users how to manage their data using one of the world s most popular programs Excel without investing time and money in complex databases such as Access We ve written and organized the book for readers who know something about Excel but nothing about databases We provide quick start solutions step by step exercises try it out sections troubleshooting and best practices solutions **Quick Course in Microsoft Office 2000** Online Press, Inc,1999 This easy to use approachable guide provides fast paced to the point tutorials and learning exercises for quickly grasping application basics and building proficiency Designed for the beginning to intermediate student the book can be used for self training and instructor led classes focusing on using the computer to get specific tasks done at home or at work Expert One-on-One Visual Basic 2005 Database Programming Roger Jennings,2008-04-21 Are you hesitant to migrate to Visual Studio r 2005

Maybe you're ready to upgrade to Visual Basic 2005 but feel a bit overwhelmed by ADO.NET 2.0 and the Visual Data Tools of this new release. In this hands-on guide, I'll share with you the best practices, the latest features and advanced data management techniques with Visual Basic 2005 and SQL Server or SQL Server Express 2005. Plus, I'll incorporate simple to moderately complex project examples that feature real-world database front-end applications with Windows and Web forms. First, I'll begin with ADO.NET 2.0 basics, then I'll move on to designing and programming smart clients with typed DataSets as their data sources. Gradually, I'll walk you through using DataSource, GridView, and DetailsView Web controls. Finally, I'll demonstrate how to take advantage of the new T-SQL extensions, in-process Web services, and notifications. What you will learn from this book: How to build usable Windows and Web forms from a sample database in less than five minutes without writing a line of code. Effective writing of data validation code for bound text boxes and DataGridViews. Ways to apply advanced ASP.NET 2.0 data techniques. The process of creating and deploying VB 2005 SQL CLR projects. Who this book is for: This book is for experienced VB programmers who are upgrading from VB6 or VS 2002/2003 to VB 2005. Basic familiarity with the VS 2005 or VB Express 2005 environment is helpful but not assumed. No prior VB6 VBA or VBScript experience is necessary. Wrox Expert One-On-One books present the wisdom accumulated by an experienced author who is recognized as an expert by the programming community. These experts challenge professional developers to examine their current practices in pursuit of better results.

Exploring Microsoft Office Word 2003 Robert T. Grauer, Maryann Barber, 2004-02
For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications. Master the Skills of Office 2003 With the hands-on approach and conceptual framework students will master the skills and apply them in their personal and professional lives.

MS Office XP, 2002 The I Series
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Quick Course in Microsoft Office 97 Inc. Online Press, Online Press, Inc. Staff, 2000-02 **Teach Yourself VISUALLY Access 2010** Faithe Wempen, 2010-05-10
The visual way to get up to speed on Access 2010. It's one thing to gain access to Access. It's another thing entirely to figure out how to do all the things you want to do in Access because the software is not all that intuitive. This full-color guide clearly shows you how to get the most out of Access 2010, including how to enter new records, create, edit, and design tables and forms, organize, analyze, and share data, generate concise reports, and much more. With pages of step-by-step instructions, graphics, and helpful advice, this is the visual learner's Access book. Keep this on your desk and flip to what you need any time. Explores the very latest features, functions, and tools of Access 2010. a

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Chapter 1 Microsoft Office Basics Introduction

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