

Name: \_\_\_\_\_

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# 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

**Chris Hahn**



## **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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**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

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*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  
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## Whispering the Secrets of Language: An Emotional Journey through **Chapter 1 Microsoft Office Basics**

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