

MS Office Test Out Terms

Word

AutoText
Border
Drawing canvas
Dropped
Inline
Macro
Scale
Shading
Shortcut key
Sizing handles
Template
Wizard

Excel

Database
Data Table
Field
Function
Goal Seek
Input cell
Label
Nested
Page Field
PivotChart
PivotTable
Range Name
Solver
Substitution Value
Table
Variable

Access

AutoReport
Chart
Control
Detail
Footer
Header
Label
Label Wizard
Preview
Report Design view
Report Sections
Value

PowerPoint

Animate
Browser
Custom Animation
Notes
Pack and Go
Preset animations
Real time
Sound clip
Transitions
Transparency
Web page
Whiteboard

MS Office Test Out Concepts

Application Test 7a: Creating and Editing Longer Documents

- Insert Page Numbers
- Edit an Outline
- Insert Footnotes
- Copy Text From One Page to Another
- Insert Comments
- Accept/Reject Changes

Final Exam

Access

- Open an Existing Database
- Add a Record in Form View
- Generate a Report
- Print a Report Page
- Export a Report to Excel
- Export a Table to Word
- Use an Access Table as Word Mail merge Data Source

Excel

- Use Save As
- Delete Columns
- Format Labels and Values
- Adjust Column Widths and Row Heights
- Enter Formulas
- Create a Chart
- Copy a Worksheet and Chart to PowerPoint
- Add a Column
- Copy a Formula
- Copy Worksheet to Word

Power Point

- Create a Presentation
- Insert Slides
- Add Text
- Add Clip Art
- Add Notes
- Insert Excel Worksheet
- Insert Excel Chart
- Use Slide Master
- Print a Presentation

Word

- Open a Document
- Format Paragraphs and Text
- Insert Excel Worksheet
- Use Access for Word Mail Merge
- Print Pages from Mail Merge Document