

CHAPTER 5:

PRODUCTIVITY APPLICATIONS

Multiple Choice:

1. Entering and editing text can be done most efficiently using a:

- A. spreadsheet.
- B. desktop publishing program.
- C. typewriter.
- D. word processing program.

Answer: D **Reference:** Word Processing Tools and Techniques

Difficulty: Easy

2. The common term pronounced “wizzy-wig” stands for:

- A. what you see is what you get.
- B. what you see works in great ways.
- C. WYSWWIG.
- D. WZZYWIG.

Answer: A **Reference:** Word Processing Tools and Techniques

Difficulty: Easy

3. To have a page number and chapter title appear at the bottom of every page, create a:

- A. header.
- B. footer.
- C. footnote.
- D. heading at the bottom of the page.

Answer: B **Reference:** Word Processing Tools and Techniques

Difficulty: Easy

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4. What is the term for how words will appear on a page?

- A. Typeface
- B. Point size
- C. Character formatting
- D. Text formatting

Answer: D **Reference:** Word Processing Tools and Techniques

Difficulty: Moderate

5. The alignment of text on a line is referred to as:

- A. spacing.
- B. alignment.
- C. justification.
- D. margin alignment.

Answer: C **Reference:** Word Processing Tools and Techniques

Difficulty: Moderate

6. When both margins are straight and smooth, the document contains:

- A. left justification.
- B. full alignment.
- C. full justification.
- D. right justification.

Answer: C **Reference:** Word Processing Tools and Techniques

Difficulty: Easy

7. Documents converted to _____ can be published to the Web.

- A. a .doc file
- B. HTML
- C. http
- D. machine language

Answer: B **Reference:** Word Processing Tools and Techniques

Difficulty: Moderate

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8. Characters displayed on a monitor or printed on paper are simply:

- A. a row of straight lines.
- B. dots of light.
- C. a collection of dots.
- D. made by a laser.

Answer: C **Reference:** How It Works: Font Technology

Difficulty: Moderate

9. A new font technology that combines both True type and Post Script is called:

- A. Microsoft Office.
- B. Spreadsheet.
- C. OpenType.
- D. Font type.

Answer: C **Reference:** How It Works: Font Technology

Difficulty: Moderate

10. The two primary companies developing OpenType font formats are Microsoft and:

- A. Intel.
- B. IBM.
- C. Hewlett-Packard.
- D. Adobe.

Answer: D **Reference:** How It Works: Font Technology

Difficulty: Challenging

11. Where are downloadable fonts stored?

- A. In the printer
- B. In the computer system
- C. On a CD
- D. On an HP CD

Answer: B **Reference:** How It Works: Font Technology

Difficulty: Moderate

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12. What type of font looks fine on a monitor but is not smooth when printed?

- A. Bitmapped
- B. Downloadable
- C. Scalable
- D. Unscalable

Answer: A **Reference:** How It Works: Font Technology

Difficulty: Challenging

13. Printer fonts are stored in the:

- A. RAM of the computer system.
- B. ROM of the computer system.
- C. RAM of the printer.
- D. ROM of the printer.

Answer: D **Reference:** How It Works: Font Technology

Difficulty: Moderate

14. What may happen if a font resides in a printer and you take your document to another computer system?

- A. The same printer font may not be available.
- B. The font will be saved with the document.
- C. The font cannot reside only in the printer.
- D. Fonts are all the same on every printer.

Answer: A **Reference:** How It Works: Font Technology

Difficulty: Challenging

15. Advanced word processing features include all EXCEPT creation of:

- A. alternate headers and footers.
- B. columns.
- C. detailed architectural drawings.
- D. stylesheets.

Answer: C **Reference:** Word Processing Tools and Techniques

Difficulty: Easy

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16. If you type “recieve” instead of “receive,” _____ will automatically change it.

- A. autocorrect
- B. autoedit
- C. autooptions
- D. a macro

Answer: A **Reference:** Word Processing Tools and Techniques

Difficulty: Moderate

17. To find a word to replace “happiness,” use the:

- A. spelling checker.
- B. dictionary.
- C. autocorrect feature.
- D. thesaurus.

Answer: D **Reference:** Digital References

Difficulty: Moderate

18. Digital References include all EXCEPT:

- A. dictionaries.
- B. atlases.
- C. databases.
- D. almanacs.

Answer: C **Reference:** Digital References

Difficulty: Easy

19. The errors in the sentence “Their is a read house on this block” would be caught by the:

- A. spelling checker.
- B. thesaurus.
- C. autocorrect checker.
- D. grammar and style checker.

Answer: D **Reference:** Grammar and Style Checkers

Difficulty: Easy

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20. When someone receives a letter that appears to be personally addressed with customized paragraphs, yet you know it was not generated individually, it was probably created with what technique?

- A. Mail merge
- B. Database capabilities
- C. Merge and mail
- D. Collaboration

Answer: A **Reference:** Form-Letter Generators

Difficulty: Moderate

21. Software designed to be used by several people simultaneously is known as:

- A. shareware.
- B. cluster software.
- C. groupware.
- D. group taskware.

Answer: C **Reference:** Collaborative Writing Tools

Difficulty: Moderate

22. What is essential for a computer to recognize handwriting?

- A. Special recognition hardware
- B. Sophisticated software
- C. Recognition software
- D. Track changes software

Answer: B **Reference:** Processing Handwritten Words

Difficulty: Easy

23. Speech-recognition software is most popular for:

- A. people with physical limitations.
- B. doctors to input patient notes.
- C. CEOs who then have less need for secretarial transcription.
- D. PDA users.

Answer: A **Reference:** Processing Handwritten Words

Difficulty: Easy

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24. The most professional software for publishing a book is:

- A. desktop publishing software.
- B. Word.
- C. a database program.
- D. PowerPoint.

Answer: A **Reference:** What Is Desktop Publishing? **Difficulty:** Easy

25. Potential source documents for desktop publishing include all of the following EXCEPT:

- A. drawings.
- B. articles.
- C. photographs.
- D. database folders.

Answer: D **Reference:** What Is Desktop Publishing? **Difficulty:** Easy

26. Popular page-layout software includes all of the following EXCEPT:

- A. QuarkXPress.
- B. Adobe PageMaker.
- C. PowerPoint.
- D. Adobe InDesign.

Answer: C **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

27. A _____ is a professionally designed “empty” document that can be adapted to the user’s needs.

- A. template
- B. file
- C. guide
- D. user guide file

Answer: A **Reference:** What Is Desktop Publishing? **Difficulty:** Easy

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28. Most professional typesetters use a minimum of _____ dpi for printing top-quality work.

- A. 600
- B. 1,200
- C. 1,800
- D. 480x640

Answer: B **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

29. All types of documents can be stored, viewed, and modified on a Mac or PC using:

- A. Adobe's PDF.
- B. Adobe's PageMaker.
- C. Adobe's InDesign.
- D. Microsoft's Word.

Answer: A **Reference:** Paperless Publishing and the Web **Difficulty:** Moderate

30. Web pages are saved in _____ format.

- A. http://
- B. HTML
- C. DOC
- D. URL

Answer: B **Reference:** Paperless Publishing and the Web **Difficulty:** Easy

31. Common problems with Web publishing include all of the following EXCEPT:

- A. access is still somewhat limited.
- B. attracting people to the Web site.
- C. copyright protection.
- D. a Web site can be altered by anyone.

Answer: A **Reference:** Paperless Publishing and the Web **Difficulty:** Moderate

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32. A form of digital paper that looks and feels somewhat like real paper is known as:

- A. an ebook.
- B. epaper.
- C. an electronic book.
- D. esheet.

Answer: B **Reference:** Electronic Books and Digital Paper

Difficulty: Moderate

33. A budget for a business could best be created in a:

- A. spreadsheet program.
- B. word processing program.
- C. desktop publishing program.
- D. database program.

Answer: A **Reference:** The Spreadsheet: Software for Simulation and Speculation

Difficulty: Easy

34. What is the intersection of a column and a row on a worksheet called?

- A. Column
- B. Value
- C. Address
- D. Cell

Answer: D **Reference:** The Malleable Matrix

Difficulty: Easy

35. A1, C23, and BB20 are examples of:

- A. worksheet addresses.
- B. document cells.
- C. database locators.
- D. worksheet page numbers.

Answer: A **Reference:** The Malleable Matrix

Difficulty: Easy

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36. $=((C10+C11)/12)+D18$ is an example of a:

- A. function.
- B. cell address.
- C. formula.
- D. value.

Answer: C **Reference:** The Malleable Matrix

Difficulty: Easy

37. $=SUM(B1:B8)$ is an example of a:

- A. function.
- B. cell address.
- C. formula.
- D. value.

Answer: A **Reference:** The Malleable Matrix

Difficulty: Easy

38. A reusable set of commands or steps saved by a user is called a:

- A. macro.
- B. template.
- C. function.
- D. relative reference.

Answer: A **Reference:** The Malleable Matrix

Difficulty: Moderate

39. Types of charts that can be created in a spreadsheet program include all EXCEPT a _____ chart.

- A. pie
- B. scatter
- C. bar
- D. block

Answer: D **Reference:** Spreadsheet Graphics: From Digits to Drawings

Difficulty: Moderate

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40. A popular accounting software program is:

- A. Excel.
- B. Access.
- C. Quicken.
- D. Adobe's PDF.

Answer: C **Reference:** Money Managers

Difficulty: Moderate

41. In general, computer modeling is the use of computers to create:

- A. clothing and accessories for sale over the Internet.
- B. replicas of engineering drawings.
- C. clay models for commercials.
- D. abstract models.

Answer: D **Reference:** Calculated Risks: Computer Modeling and Simulation

Difficulty: Moderate

42. Learning how to fly a jet through the use of a computer system is known as:

- A. a computer simulation.
- B. a realistic simulation captivation.
- C. virtual reality.
- D. computer virtual space.

Answer: A **Reference:** Computer Simulations: The Rewards

Difficulty: Easy

43. Computer simulations allow _____, so a student can see and understand potential relationships that are otherwise difficult or impossible to see.

- A. virtualities
- B. wizards
- C. macros
- D. visualizations

Answer: D **Reference:** Computer Simulations: The Rewards

Difficulty: Moderate

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44. A realistic term that captures the idea that the information that comes out of a computer system is only as good, accurate, and valid as the data that goes into it is known as:
- A. virtual memory
 - B. GIGI.
 - C. GIGO.
 - D. virtual reality.

Answer: C **Reference:** GIGO Revisited

Difficulty: Moderate

45. A computer agent is designed to _____, as well as to respond to commands and notice user patterns.
- A. print information
 - B. access Internet databases
 - C. open necessary programs automatically
 - D. ask questions

Answer: D **Reference:** Inventing the Future: Truly Intelligent Agents

Difficulty: Moderate

46. What is probably being used when a user is guided through installing new software?
- A. A wizard
 - B. An intuitive interactive software program
 - C. A bot
 - D. A macro

Answer: A **Reference:** Inventing the Future: Truly Intelligent Agents

Difficulty: Challenging

47. A potentially new development of a computer that is able to sense the emotional state of the user and respond accordingly is known as:
- A. affective computers.
 - B. effective use computing.
 - C. intuitive realism.
 - D. virtual reality.

Answer: A **Reference:** Inventing the Future: Truly Intelligent Agents

Difficulty: Challenging

Fill in the Blank:

48. The first step when starting a word processing project is to _____ text.

Answer: enter **Reference:** Word Processors and Other Word Tools **Difficulty:** Easy

49. The last step of a word processed document may be to _____ the document after saving it.

Answer: print **Reference:** Word Processors and Other Word Tools **Difficulty:** Moderate

50. A coaching or help feature that walks a reader through a process step-by-step is known as a(n) _____.

Answer: wizard **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

51. Custom styles for various elements of a word processed document can be defined in _____.

Answer: stylesheets **Reference:** Word Processing Tools and Techniques **Difficulty:** Challenging

52. If a word processed document is straight on the left margin but ragged on the right, it is _____.

Answer: left-justified **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

53. When the title of a book consistently appears at the top of every page, the user has invoked a(n) _____.

Answer: header **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

54. The font type that works for both the Macintosh and Windows platforms is called _____.

Answer: OpenType **Reference:** How it Works: Font Technology **Difficulty:** Moderate

55. The language used to convert documents so that they can be published on the Web is called _____.

Answer: HTML **Reference:** Word Processing Tools and Techniques **Difficulty:** Moderate

56. The feature that automatically corrects the spelling mistake is called _____.

Answer: Autocorrect **Reference:** Word Processing Tools and Techniques **Difficulty:** Easy

57. WYSIWYG stands for _____.

Answer: What You See Is What You Get **Reference:** Word Processing Tools and Techniques
Difficulty: Easy

58. _____ software accepts a user's voice as sound waves, interprets them into patterns, and displays words on the screen.

Answer: Speech-recognition **Reference:** Processing Words with Speech **Difficulty:** Moderate

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59. The best software for producing a book or magazine is _____ software.

Answer: desktop publishing **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

60. _____ are professionally designed documents included with a program.

Answer: Templates **Reference:** What Is Desktop Publishing? **Difficulty:** Moderate

61. A(n) _____ is a handheld device that can contain anything from a news story to the Bible.

Answer: ebook **Reference:** Electronic Books and Digital Paper **Difficulty:** Moderate

62. Ebook stands for _____.

Answer: electronic book **Reference:** Electronic Books and Digital Paper **Difficulty:** Moderate

63. The best program to use to create an expense report and a bar chart is a(n) _____.

Answer: spreadsheet **Reference:** The Spreadsheet: Software for Simulation and Speculation
Difficulty: Easy

64. A spreadsheet contains _____ across and columns down.

Answer: rows **Reference:** The Malleable Matrix **Difficulty:** Easy

65. A user needs to create a(n) _____ when he or she wants to multiply the cost of a book by the quantity desired.

Answer: formula **Reference:** The Malleable Matrix **Difficulty:** Easy

66. _____ in a spreadsheet, often text such as Quarter 1, Quarter 2, and Northwest District in the top row and far left column, are meaningless to the computer, but useful for the reader.

Answer: Labels **Reference:** The Malleable Matrix **Difficulty:** Moderate

67. The _____ can be used in Excel to help create a pie chart.

Answer: Chart Wizard **Reference:** Screen Test: Creating a Worksheet with Microsoft Excel
Difficulty: Moderate

68. Spreadsheet programs are good at answering _____ questions, for example “If I receive a 76% in the class, will it be a Pass or No Pass?”

Answer: “What If?” **Reference:** “What If?” Questions **Difficulty:** Easy

69. If a user wants to show a trend or relationship over time in a graphical way, he or she should create a(n) _____.

Answer: line chart **Reference:** Spreadsheet Graphics: From Digits to Drawings
Difficulty: Moderate

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70. GIGO stands for _____.

Answer: garbage in, garbage out **Reference:** Working Wisdom: Eradicating Spreadsheet Errors

Difficulty: Easy

71. _____ uses computers to create abstract replicas of objects, organisms, and processes.

Answer: Modeling

Reference: Calculated Risks: Computer Modeling and Simulation

Difficulty: Moderate

72. When a user and a program react to one another within a modeling arena, it is known as a(n) _____.

Answer: feedback loop

Reference: Calculated Risks: Computer Modeling and Simulation

Difficulty: Moderate

73. A software robot that crawls around the Web to collect information is known as a(n) _____.

Answer: bot

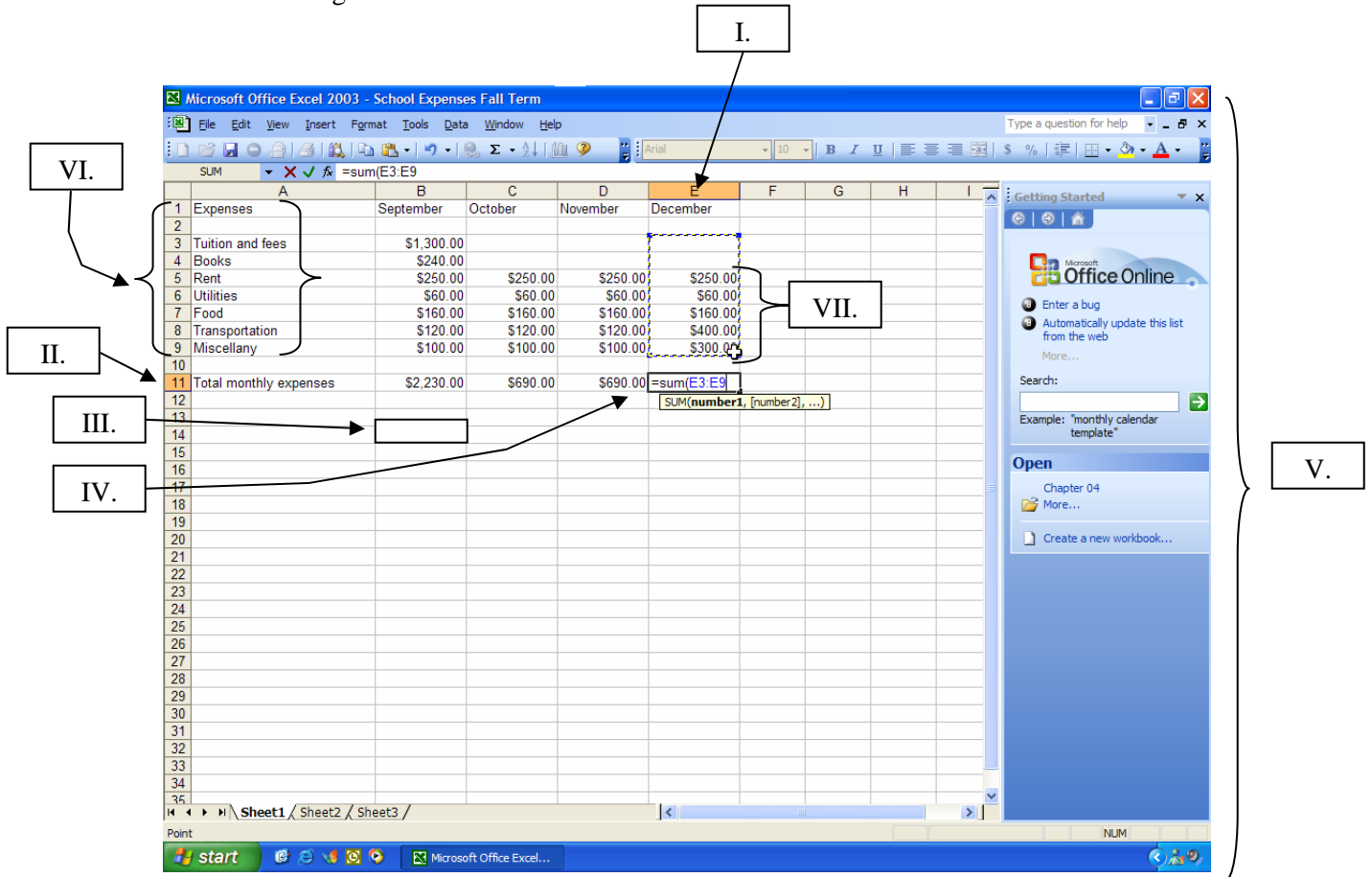
Reference: Inventing the Future: Truly Intelligent Agents

Difficulty: Moderate

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Matching:

74. Match the following items to their names:



- | | |
|------|-----------------|
| I. | A. Excel window |
| II. | B. Row |
| III. | C. Cell |
| IV. | D. Labels |
| V. | E. Function |
| VI. | F. Column |
| VII. | G. Values |

Answers: F, B, C, E, A, D, G Reference: The Spreadsheet

Difficulty: Moderate

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75. Choose the order of steps that a user *usually* follows to work with a word processed document:

- | | |
|-----------------------|-----------------------|
| I. Typically Step 1 | A. Save document |
| II. Typically Step 2 | B. Edit text |
| III. Typically Step 3 | C. Format document |
| IV. Typically Step 4 | D. Print document |
| V. Typically Step 5 | E. Proofread document |
| VI. Typically Step 6 | F. Enter text |

Answers: F, B, C, E, A, D

Reference: Word Processing Tools and Techniques

Difficulty: Moderate