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
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

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

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

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

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

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


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
Chapter 5: Productivity Applications

36. \((\frac{C10+C11}{12})+D18\) is an example of a:
   
   A. function.
   B. cell address.
   C. formula.
   D. value.

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

37. \(\text{SUM}(B1:B8)\) 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
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
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 ____________.
   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
Chapter 5: Productivity Applications

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
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
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