

Exam: 038236RR - Integrating Word with Access and Excel

When you have completed your exam and reviewed your answers, click **Submit Exam**. Answers will not be recorded until you hit **Submit Exam**. If you need to exit before completing the exam, click **Cancel Exam**.

Questions 1 to 20: Select the best answer to each question. Note that a question and its answers may be split across a page break, so be sure that you have seen the *entire* question and *all* the answers before choosing an answer.

1. How do you modify an Excel worksheet that's embedded in a Word document?

- A. You must select all the cells in the embedded Excel spreadsheet.
- B. You must rename the document to gain access into the embedded Excel spreadsheet.
- C. You first must double-click the Excel spreadsheet.
- D. You first must save the document.

2. How do you create a Chart within the embedded Excel spreadsheet table?

- A. Click the **Charts** tab, and select a chart.
- B. Click the **Insert** tab, select an icon in the **Charts** group, and click it.
- C. Right-click on embedded Excel spreadsheet, and select chart.
- D. Click the **Insert** tab, click the **Charts** icon, and select a chart.

3. Bobby just inputted annual costs for January (A1) thru December (L1) in his embedded Excel spreadsheet that's integrated into a Word document. Now he must make sure the inputted costs have the dollar symbol and have two decimals after each projected month. How can Bobby add the dollar symbol multiple times for January (A1) thru December's (L1) annual costs?

- A. Select cells **A1** through **L1**, click on cell **A1**, hold the **Shift** key down and drag to **L1**, and click on **Accounting Number Format** button.
- B. Go to each cell **A1** through **L1** and click on the **Accounting Number Format** button.
- C. Highlight **A1** through **L1**, right-click, and select **Dollar sign**.
- D. Select the **Formula** tab and click on the **Accounting Number Format** button.

4. What Microsoft Office applications can you use to create a database mail merge?

- A. PowerPoint, Publisher, Excel, and Word
- B. Access
- C. Word and Excel
- D. Excel, Word, and Access

5. How should you save the edited Excel worksheet that has been embedded in a Word document?

- A. Click the **Save** button in the upper-left corner of Word.
- B. Click on **Start**, select **Programs**, and click the icon for the Excel program.
- C. Press **Alt** and **S** at the same time.
- D. Click the **Home** tab, click on **Select All**, and press **Alt + Shift + S**.

6. If you wish to display your database file one record at a time, you should create a

- A. datasheet.
- B. form.
- C. frame.
- D. table.

7. Hank is working on his embedded Excel spreadsheet in a Word document. Before he can edit the worksheet that's embedded in his Word document, he must

- A. recalculate the Excel spreadsheet.
- B. double-click on the embedded worksheet to activate Excel.
- C. save the Word document.
- D. copy the Excel spreadsheet into Excel.

8. Mae needs to resize an embedded Excel Worksheet that's in her Word document. How do you increase the rows to 10 rows with 6 columns?

- A. Select the table icon, create table, select 6 columns by 10 rows long, and click **OK**.
- B. Select the **Embed** tab, and click on the Excel worksheet option.
- C. Right-click on the Word document and select Embed Excel worksheet.
- D. Select the Excel spreadsheet, go to the lower right corner of spreadsheet, select the arrow icon, and resize and drag the columns to 6 columns wide and 10 rows high.

9. The Mail Merge wizard is located in

- A. Access.
- B. Word.
- C. Excel.
- D. PowerPoint.

10. Computer user A wants the Excel worksheet in a Word document to automatically update when she makes changes to the Excel worksheet so she'll embed the worksheet into the Word document. Computer user B says to link the worksheet to the Word document. Which computer user is using the *correct* process?

- A. Both are correct.
- B. Computer user A is correct.
- C. Computer user B is correct.
- D. Neither is correct.

11. Jean and Les are discussing linked and embedded files. Jean says that the file that's embedded in a document is the source file. Les says the embedded file is the destination file. Who is *correct*?

- A. Both are correct.
- B. Neither is correct.
- C. Only Jean is correct.
- D. Only Les is correct.

12. Jane has created a chart from an Excel spreadsheet table. The chart has gridlines. How can Jane get rid of the gridlines?

- A. When creating the chart, select the chart that contains no gridlines.
- B. Highlight the chart, right-click, and select gridlines.
- C. Select each gridline and click on the **Delete** button.
- D. Double-click the Excel spreadsheet, click the **View** tab, and uncheck the check box next to **Gridlines** to deselect the option.

13. Which shortcut-key combination helps you quickly select text from cursor selection to the end of the row?

- A. Ctrl+Alt+Delete
- B. Shift+End
- C. Shift+F2
- D. Ctrl+C

14. What button on the Excel toolbar should you use to add a dollar sign?

- A. Omega Greek Symbol Auto Sum
- B. Format Option
- C. The Percent Symbol
- D. Accounting Number Format

15. Maggie needs to create a mail merge from her existing database called Mail. The Mail Merge wizard is located in the Microsoft _____ application.

- A. Word
- B. Excel
- C. PowerPoint
- D. Access

16. Robin has populated a database table in Access with customer names, addresses and phone numbers. She now needs to create a form to display the customer information. How does Robin create a Database Form in Microsoft Access?

- A. Open Access and select the **New** icon.
- B. Select the **Form** button, and click **Create**.
- C. Select the **Create** tab in the Ribbon and then click the **Form** button.
- D. Right-click the open Access database and select **Form**.

17. Brian has a list of customers that needs to be entered into a new database. Before Brian can begin entering records into a database, he must first

- A. enter information into an Excel spreadsheet.
- B. create a form to display the customer's information.
- C. create a table.
- D. create objects for the database.

18. How can you add a chart into a Word document?

- A. Use the Insert tab.
- B. Draw it in Word.
- C. Use the Chart template.
- D. Use the Page Layout feature.

19. What button in the Excel toolbar gives you the automatic sum of certain highlighted columns?

- A. Select **Formulas** tab, and click on the **Financial** option menu.
- B. On the main home menu, select the Greek symbol used for **AutoSum**.
- C. Select **Formulas** tab, click on **Math & Trig** option, and select **Sum**.
- D. Click on **Show Formulas**, under the **Formulas** tab.

20. Charles and Ann want to preview their letters merged with their mailing list. Charles will click **Next: Preview Your Letters**. Ann will click **Next: Preview Your Letters** and then click the double arrow in the Mail Merge pane. Who is correct?

- A. Both are correct.
 - B. Neither is correct.
 - C. Only Charles is correct.
 - D. Only Ann is correct.
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End of exam