Lesson Six Quiz

1. A student uses a Mac computer at home and wants to create a spreadsheet using Apple's built-in iWork suite. Which application should they open?

A. Keynote

B. Pages

C. Numbers

D. Excel

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2. A student starts an Excel spreadsheet on their desktop computer at home and wants to finish editing it on their phone while riding the bus. Based on the lesson, which

Microsoft Office option should they choose?

A. Office 2019, because it is a one-time purchase for a single computer

B. Microsoft 365, because it lets you work seamlessly across multiple devices

C. Apple iWork, because it only runs on Windows desktop computers

D. A standalone calculator app, because Office does not support spreadsheets

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3. A student writes a paper using Word in Office Online on a library computer and wants to finish editing it later on a desktop computer at home. Where should they save their file

so they can easily access it across both computers?

A. Only on the library computer's local desktop

B. Inside the web browser's bookmark bar

C. On a single-use installation disc

D. In OneDrive, Microsoft's cloud-based storage service

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4. A student already knows how to change font size and color under the *Home* tab in Microsoft Word. Today, they open PowerPoint for the first time to build a class presentation and need to change the text color on a slide. Where should they look first?

A. Under the *Home* tab on the ribbon, because basic text formatting tools stay in the same place across Office apps

B. Under the *Formulas* tab, because PowerPoint uses

spreadsheets to control text colors

C. Inside the computer's Control Panel, because each Office app stores font tools separately

D. Only on Office.com, because desktop versions do not allow you to change font colors

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5. A student is typing an essay in Microsoft Word and needs to change the page margins, but they cannot remember which tab on the ribbon holds the margin settings. What is the fastest way for them to change the margins right away?

A. Close Word, open Excel, and copy the margins from a blank spreadsheet

B. Type "margins" into the search bar at the top of Word and select the setting directly under *Best Action*

C. Double-click the *Home* tab to hide the ribbon until the margins adjust automatically

D. Search the web for a dictionary definition of the word "margins"

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6. Bonus Question (*WarGames*): In the 1983 classic film *WarGames*, teenager David uses a computer in his bedroom to remotely dial into his school's computer system from home and change his biology grade without ever walking into the school office. If David were a modern student trying to start an essay on a school library computer and finish editing it from his bedroom computer at home using Microsoft Office, which feature would let him access his file from both places?

A. Buying a single-computer copy of Office 2019 and leaving

the installation disc at school

B. Double-clicking the *Home* tab on the ribbon to collapse the toolbar before logging off

C. Saving his file to OneDrive (cloud storage) and signing into his Microsoft account at office.com

D. Using the *Animations* tab in PowerPoint to send his essay across a telephone modem

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