

Chapter 3 MS Office at a Glance

Answer keys

A.

1. Microsoft Office
2. commands
3. documents
4. MS Excel
5. Charts

B.

1. True
2. False
3. False
4. True
5. False

C.

1. Ctrl + O
2. F1
3. Ctrl + A
4. Ctrl + P
5. Ctrl + X

D.

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|------------------|--------------------------------|
| 1. MS Word | e. Word processing application |
| 2. MS PowerPoint | c. Presentation application |
| 3. MS Excel | d. Spreadsheet application |

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|-----------------|-----------------------------------|
| 4. MS Publisher | a. Desktop publishing application |
| 5. MS Access | b. Database management |

E.

1. The various components of MS office are: MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook and MS Publisher.
2. MS Word is a word processing application. It is used to create, edit and manage documents.
3. **Not included in the exam**
4. The three important features of MS Excel are:
 - a. It can be used to do any kind of calculation using formulae and functions.
 - b. It helps to deal with large amount of data.
 - c. Charts feature of MS Excel can be used to present the information graphically through various types of charts.
5. The common components in the windows applications of MS Office are:

Title Bar, Ribbon, File menu, Quick Access Toolbar, Status bar, Horizontal and vertical scroll bars, Minimize, Maximize and Close buttons.