

Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

1. If the data you are working with is mostly financial information and you know that you will want to be able to work out totals and other calculations, which of the **Microsoft Office** apps will you be using?

1 / 1 point

- ☐ PowerPoint
- ☒ Excel
- ☐ Word

✓ Correct

Microsoft Excel is **Microsoft's** spreadsheet program designed to handle large amounts of numeric data such as financial information. With **Excel**, you can create many types of calculations from simple to complex. You can also display the data visually using features such as **Charts**.

2. If you are using **Microsoft Outlook** which of the following elements are available to you?

1 / 1 point

Select all options that apply.

☒ A Calendar

✓ Correct

The **Calendar** in **Microsoft Outlook** allows you to keep track of appointments. You can use **Outlook** to manage one calendar or multiple calendars. You can also share your calendar with others or access calendars that colleagues have shared with you.

☐ A way to make voice calls to colleagues

☒ A Task Organizer

✓ Correct

Microsoft Outlook also contains a **Tasks** feature that allows you to control and manage your to-do list. You can delegate or share tasks with others.

☒ Email

✓ Correct

Email is one of the primary features offered by **Outlook**. You can use **Outlook** to manage incoming and outgoing mail for one mailbox or several different mailboxes.

3. You are using **PowerPoint** to create a presentation for an important meeting. Which of the following elements can you include?

1 / 1 point

Select all options that apply.

☐ A calculation

☒ Sound

✓ Correct

PowerPoint presentations can include individual sound files.

☒ Pictures and Images

✓ Correct

All types of images can be included in a **PowerPoint** presentation. The program also allows for pictures to be edited or modified in many ways to make them more suitable content.

☒ Embedded Videos

✓ Correct

It is possible to include an embedded video in your presentation which can be played by the presenter, or which can play automatically when the slide appears.

4. Which of the following statements are true about **Microsoft Access**?

1 / 1 point

Select all options that apply.

☐ You can use **Microsoft Access** online.

☒ *C: You can generate reports on your data in **Microsoft Access**.

✓ Correct

You can generate many different types of reports in **Access**. Some of them could be as simple as a complete list of addresses. Other reports could summarize and analyze data across different countries and time periods. The possibilities are endless.

☒ **Microsoft Access** is a database program.

✓ Correct

Microsoft Access is **Microsoft's** database application. You can use it to enter, edit, and analyze large volumes of data.

5. Which screen element do all the **Office 365** apps have in common?

1 / 1 point

- ☐ The **Reading Pane**
- ☐ The **Formula Bar**
- ☒ The **Title Bar**

✔ **Correct**

All the Office 365 apps screens have a title bar across the top of the screen which will display the name of the file that you have open.