Test | Module 4

A Vocabulary

1 Match the GUI features (1–8) with the pictures (a–h).

1 pointer ☐
2 drop-down menu ☐
3 menu bar ☐
4 document icon ☐
5 folder ☐
6 program icon ☐
7 scroll bar ☐
8 command button ☐

a 🍎 **Finder File Edit View Go Window Help**

b ▮

c | Next > |

d (icons)

e (icons)

g
- Network
- Macintosh HD
- Desktop
- user
- Applications
- Documents
- Movies
- Music

f ▲ ▼

h **W** (icons)

1 mark for each correct answer   **Total _/8**

2 Which type of software (1–7) would be most suitable for the office tasks (a–g)?

1 spreadsheet program ☐
2 database management system ☐
3 word processor ☐
4 videoconferencing program ☐
5 business accounting package ☐
6 email package ☐
7 presentation program ☐

a to write letters and faxes
b to handle accounts and organize wages, taxes, payments, etc.
c to make calculations in the form of mathematical tables
d to store, manipulate and retrieve data
e to exchange messages with clients and colleagues
f to display information in the form of a slide show
g to create virtual meetings over long distances so that the participants can see and hear each other

1 mark for each correct answer   **Total _/7**

3 Match the word processing functions (1–8) with the correct icons (a–h).

1 Cut and Paste ☐
2 Increase Indent ☐
3 Insert Picture ☐
4 Insert Hyperlink ☐
5 Align Right ☐
6 Bullets ☐
7 Print Preview ☐
8 Undo ☐

a (icon)   b (icon)   c (icon)   d (icon)

e (icon)   f (icon)   g (icon)   h (icon)

1 mark for each correct answer   **Total _/8**

4 Complete these sentences with words from the box.

column   query   row   record   formulae   cell   field

1 In a spreadsheet, each _____ is identified with a letter at the top.
2 Each _____ of the spreadsheet is labelled with a number at the left.
3 The point where a column and a row intersect is called a _____.
4 A cell can hold three types of information: text, numbers and _____.
5 A database _____ consists of a number of interrelated data elements, called fields.
6 In a database, a _____ stores a single piece of information of a particular data type. Examples are NAME, ADDRESS and DEPARTMENT.
7 A _____ function lets you extract data according to certain criteria.

1 mark for each correct answer   **Total _/7**

B Language work

5 Correct the mistakes in these sentences.

1 I need an advice on which computer to buy.
_____

2 If some informations are inaccurate, please tell me.
_____

3 There are much Windows versions.
_____

4 Sarah often uses a laptop to do her homeworks.
_____

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5 I spent a few time playing around with the program.

1 mark for each correct answer   **Total __/5**

6 Complete this text with *a, an, the* or nothing (–).

In our classroom, we have five computers connected to (1) _____ Internet. We use them to prepare (2) _____ projects and reports, and to study subjects like (3) _____ Music, Art and Science. This year, we are preparing (4) _____ exchange with students from a partner school in Europe.

Our teachers use (5) _____ video projector to make (6) _____ presentations on a large screen. At home I have a desktop PC and (7) _____ inkjet printer. I use my computer to play games, send and receive (8) _____ email, and get (9) _____ information from (10) _____ Web.

1 mark for each correct answer   **Total __/10**

7 Write the plural of these words.

1	business _____	6	switch _____
2	software _____	7	woman _____
3	technology _____	8	child _____
4	analysis _____	9	formula _____
5	tax _____	10	query _____

1 mark for each correct answer   **Total __/10**

8 Put these instructions into the correct order.

How to copy a picture from a web page

☐ Move your cursor over the picture and right click. A pop up menu will appear on the screen. Choose *Copy* to copy the image onto the Clipboard.

☐ First, find the picture that you want to insert as an illustration in a Word document.

☐ Next, switch to your Word document and click where you want to insert the image.

☐ Once the picture has been pasted, you may like to resize it and move it to a different location.

☐ Then choose *Edit* on the Menu bar at the top of the screen, and click *Paste*. This will insert the picture at the insertion point.

1 mark for each correct answer   **Total __/5**

C Reading

9 Read the text and decide whether these sentences are true or false. Correct the false ones.

1 A graphic suite lets you create documents, spreadsheets and presentations.

2 The dominant office suite is currently *Microsoft Office*.

3 IBM *Lotus SmartSuite* is free to download, use and distribute.

4 *OpenOffice* users can share documents with Microsoft users.

2 marks for each correct answer   **Total __/8**

Basic office software

Most businesses use office suites to create text documents, spreadsheets and presentations. An office suite, or productivity suite, is a collection of programs that are sold as a package and perform essential office functions.

Application office suites usually combine a word processor, a spreadsheet program and a presentation program, but they can also contain a database manager, an email client, a web browser, Instant Messaging, collaboration groupware, and a personal information manager, or PIM, which includes a calendar, task manager, address book, and more. Each edition has is own mix of programs and utilities, and each component can be installed separately.

The most widely used office suite is *Microsoft Office*, a standard in office software. Depending on the edition, it includes some combination of *Word*, the *Excel* spreadsheet program, the *PowerPoint* presentation program, the *Access* database manager, the *Outlook* mail program, along with various internet and other utilities. Another popular proprietary suite is *IBM Lotus SmartSuite*, which includes *WordPro*, the famous *Lotus 1-2-3* spreadsheet, *Freelance Graphics* for business presentations, *Approach* relational database, and *Lotus Organizer*.

One alternative to proprietary packages is *OpenOffice*, a free, open-source suite available under the GNU Lesser General Public Licence, which means anyone can use it or modify it for their own purposes. *OpenOffice* includes *Writer, Calc, Impress* and *Draw*, among other components. Other competitors are online office suites such as *Google Apps* and *ThinkFree Office*; these web-based programs allow subscribers to do the typical office things, collaborate on documents with others, and even publish to a blog or website.

The components of a suite have a consistent graphical user interface (GUI) and can exchange data with each other. The OLE (object linking and embedding) feature allows users to insert information from one program into another. The object may be *linked*, reflecting the changes that users make to the original, or just *embedded* – inserted as a static copy of the original. Objects can also be dragged and dropped between applications.

Office suites are available for most operating systems, including Windows, Linux and Mac OS. *Lotus SmartSuite* and *OpenOffice* are compatible with Microsoft Office – i.e. they can read Word or Excel files, and even save files in Microsoft formats (.doc for text documents, .xls for spreadsheets, .ppt for presentations, etc.). Office suites are reasonably secure, as long as you have an anti-virus program, and may include a document recovery tool that helps you retrieve documents after a system failure.

10 Read the text again and then answer these questions.

1   What are the typical components of an office suite?

_____

2   What is the advantage of using *OpenOffice*?

_____

3   What type of user interface is shared by the components of an office suite?

_____

4   How can you retrieve documents after a system crash?

_____

2 marks for each correct answer   **Total __/8**

11 Find the following in the text.

1   a package which contains all the main functions needed within a typical office environment _____ -
2   another name for office suites _____
3   a category of software designed to help groups work together _____ -
4   describes a database in which tables have a connection or link with one another _____
5   a technology that allows objects such as a graphic or video clip to be linked or embedded into a document

_____

6   the set of programs that control the hardware and software of a computer system _____
1 mark for each correct answer   **Total __/6**

D Writing

12 Summarize the text on the previous page in 75–80 words.

Total __/18

TOTAL A+B+C+D ___ / 100