# Review Questions & Answers

Microsoft Word: Writing a Grant (Tuesday February 8, 2022)

| HILDAH | |
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| | ● **What can you find in the "Start" menu?** A list of all applications on your computer. Computer settings and configurations. |
| | ● **How would you open the application "Chrome"?** Click on the Start menu and find Chrome in the list under the letter C. |
| | ● **When might you use the "Task Manager"?** If you want to find all the current running applications on the computer. |
| LONGWANI | ● **When might you use the "File Explorer"?** If you want to find a specific file on the computer. |
| | ● **What is the purpose of the bumps on "F" and "J" on the keyboard?** They tell you where to put your first finger in each hand. |
| | ● **What is copy/paste and why might you use it?** If you do not want to write the same text over and over, type ctrl-c to copy it and ctrl-v to paste it into another location. |

Microsoft Excel (Wednesday February 9, 2022)

| SAMSON | |
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| | ● **What is the difference between Left alignment and Justified alignment?** Left alignment has a text aligned in a straight line on the left. Justified alignment has text aligned in a straight line on the left and on the right. |
| | ● **What does Ctrl-A do?** Highlights all the text. **What does Ctrl-C do?** Copies the highlighted text. **What does Ctrl-V do?** Pastes the text. |
| | ● **Which finger should you use to push the "shift" key?** The 4th finger (the smallest finger). **Which finger should you use to push the "E" key?** The 2nd finger on the left hand. |
| CHRISTINE | ● **What is the difference between "Save" and "Save as…"?** Save as will create a new copy of the file. Save does not. |

Typing Skills Part 2 (Tuesday February 15, 2022)

| CHRISTINE | |
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| | ● **What steps can you take to keep yourself "safe" on the internet?** 1) Use HTTPS when sending personal information. 2) Log out of accounts on public computers. 3) Use strong passwords and never use the same password for two different accounts. 4) Do not email sensitive information. 5) Install computer updates when available. |
| BERNAD | ● **What is "The Cloud"?** When the data you are using is not stored on your own computer. |
| | ● **What is the difference between using a browser and using an application (like Outlook) for checking your email?** Outlook means you will download all emails. Browser keeps emails in the |

| ETTE | cloud. **What are the benefits of each?** Outlook uses more data. When there is no internet, you cannot use the browser to check email. |
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| J A S O N | ● **Why are there bumps on the F and J keys on the keyboard?** They tell you where to put your first finger in each hand.<br><br>● **What finger do you use to type the letter Q?** Left hand 4th finger. **the letter M?** Right hand first finger. **the letter P?** Right hand 4th finger. **the letter Y?** Right hand first finger. **the letter B?** Left hand first finger (right hand first finger is okay too). |

## Word Part 2: Newsletters (Wednesday February 16, 2022)

| JA SON | ● **How can you figure out which finger to use for typing if you forgot?** Search Google, ask a friend, or pick the closest finger. |
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## Excel Part 2: Craft Store Budget (Thursday February 17, 2022)

| M A TT H E WS | ● **What is "text wrapping" of images and what are some examples?** Text wrapping lets you put an image in the middle text so that the text can go on the left and right of the image. Another example is having the image *behind* the text.<br><br>● **Describe one way to add an image to a Word document.** Go to the Insert menu and choose to insert a Picture. |
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| L O Z I | ● **What are some examples of the Data Types you can find in Excel?** Text, Numbers, Money, Dates, Times.<br><br>● **What is a Function in Excel?** Predefined formulas to perform calculations. One example is SUM. |

## The Internet (Wednesday February 23, 2022)

| T I G R I S | ● **What is a web browser?** The application you can use to browse the internet. **When would you use it?** If you want to check your email, search Google, define a difficult word, find the time in another country, etc. **What is the difference between it and an application like Word?** Data is stored in the cloud when using a browser but is stored on your computer when using Word.<br><br>● **What is the difference between a "Link" and a "Bookmark"?** A link connects two web pages together, when you click a link it will take you to another web page. A bookmark appears in the Bookmark Bar and lets you save URLs for later. |
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| D O R O T H Y | ● **What is the difference between a Chrome "Tab" and a "Window"?** A Chrome window can have many tabs. Each tab is a different web page, a different URL.<br><br>● **When you type a URL in the URL bar, we see two options below. One says "Google Search" and the other does not. What happens when you select each of these?** If you select the "Google Search" option it is like looking up the URL in a dictionary. The other option will just take you to that URL. |