

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?

- ☐ PowerPoint
- ☐ Word
- ☒ Excel

✓ Correct

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?

Select all options that apply.

☒ A Calendar

✓ Correct

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

☒ Email

✓ Correct

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.

☒ A Task Organizer

✓ Correct

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.

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.

☒ Sound

☒ **Correct**  
Correct! **PowerPoint** presentations can include individual sound files.

☐ A calculation

☒ Embedded Videos

☒ **Correct**  
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.

☒ Pictures and Images

☒ **Correct**  
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.

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

1 / 1 point

Select all options that apply.

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

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

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

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

1 / 1 point

☐ The **Reading Pane**

☒ The **Title Bar**

☐ The **Formula Bar**

☒ **Correct**  
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.