# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enhanced Microsoft Office 2013: Office 2013 and Windows 8– Multiple Choice

Instructions: Circle the best answer.

1. A(n) \_\_\_\_\_ system is a computer program that coordinates all the activities of the computer hardware, such as memory, storage devices, and printers, and provides the capability for you to communicate with the computer.
2. operating
3. application
4. network
5. communication
6. A(n) \_\_\_\_\_ is a motion you make on a touch screen with the tip of one or more fingers or your hand.
7. scroll
8. gesture
9. app
10. tile
11. A user icon is a picture associated with a \_\_\_\_.
12. password
13. start screen
14. shortcut
15. user name
16. In addition to the main tabs, the Office apps display \_\_\_\_\_ tabs, also called contextual tabs, when you perform certain tasks or work with objects such as pictures or tables.
17. utility
18. tool
19. format
20. program
21. A \_\_\_\_\_ menu is a list of frequently used commands that relate to the right-clicked object.
22. quick access
23. history
24. status
25. shortcut
26. A \_\_\_\_\_ consists of a drive letter (preceded by a drive name when necessary) and colon, to identify the storage device, and one or more folder names.
27. pixel
28. path
29. library
30. gesture
31. \_\_\_\_\_ is the process of finding a location on a storage device.
32. Navigating
33. Tiling
34. Apping
35. Gesturing
36. Screen resolution indicates the number of \_\_\_\_\_ that the computer uses to display the letters, numbers, graphics, and background you see on the screen.
37. mega bytes
38. pixels
39. apps
40. tiles
41. A(n) \_\_\_\_\_ is the basic unit of a worksheet into which you enter data.
42. sheet
43. icon
44. cell
45. tab
46. As you type, Excel displays the entry in the \_\_\_\_\_ bar.
47. process model
48. function
49. requirements
50. formula