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

Enhanced Microsoft Office 2013: Office 2013 and Windows 8 – Short Answer

Instructions: Fill in the best answer.

1. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consists of programs designed to make users more productive and/or assist them with personal tasks.

2. The Windows 8 interface begins with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which shows tiles.

3. Windows enables each user to establish a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which identifies to Windows the resources a user can access when working with the computer.

4. Each tab contains a collection of groups, and each group contains related \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an on-screen note that provides the name of the command, available keyboard shortcuts, a description of the command, and sometimes instructions for how to obtain help about the command.

6. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides easy access to some of the more frequently used commands in the Office apps.

7. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ helps you manage folders stored in various locations on a computer and devices.

8. A PowerPoint presentation is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9. Excel is a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ app that allows users to organize data, complete calculations, make decisions, graph data, and develop reports.

10. The term\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ describes a collection of data organized in a manner that allows access, retrieval, and use of that data.