## Exam 2 – Microsoft Office Suite Study Guide

**Exam 2 will cover the Microsoft Office Suite: Word; Excel; Access; and PowerPoint. You will find the below needed information on the following sources:**

* **Class Web Site –** [Class Resources Webpage](https://k200.publichealth.indiana.edu/resources.html)**:** 
  + [Links under Windows 10 & Office 2019 Information](https://k200.publichealth.indiana.edu/resources.html#2007) **for specific information about the programs**
* **Class textbook:**
  + **Look at the end of chapters to find Key Terms**
  + **Read through the text again to better understand how the programs work and learn the terminology**
* **K200 Buddy. Work with your K200 Buddy to prepare for the exam.**

***Remember: Fill-out this study guide and bring it to the exam. You can print it out or read it off of your computer. This will help you do well on the exam.***

**Answer the below questions. They are broken into general and software categories. These categories will also appear in each question in Exam 2 when needed.**

**General**

What is a database?

What is the keyboard short cut for creating italics? Bold? Underline?

What is Microsoft Office Suite?

**Word**

What is a document?

What appears in the title bar?

How do you move the insertion point?

What is text wrapping?

How do the rulers work?

How does the footer display when active and inactive?

**Excel**

How do the column and row headers appear a cell is active?

What is the name box and what does it display?

How does the name box display a group of cells?

How are columns labeled?

How are rows labeled?

What is a function?

What does the SUM function do?

**Access**

What is the heart of a database?

What does a query display?

What does a column display?

What does a Form display?

What does a record display?

What does a Report display?

How is a Report made?

**PowerPoint**

What is text alignment?

What do the sizing handles look like and how do they work?

What does Slide Sorter view look like?

What are slide transitions?

What is a slide?

How do you add headers and footers to slides and handouts?

How do you change levels in bulleted lists?

