



## Business and Technology

### IA3 Review

Match the term to the definition.

- |                          |   |
|--------------------------|---|
| 1. Junk mail             | a) unwanted, unsolicited, and annoying emails that can be filtered out by filters   |
| 2. Forward               | b) analyze revenue and expenses to determine whether a profit or loss was made over a period of time  |
| 3. Spam mail             | c) a motion effect that occurs in a presentation only when one slide changes to the next  |
| 4. Justified alignment   | d) skills that relate to communication and cooperation with other people such as responsibility, punctuality, and a positive attitude                               |
| 5. Quick part            | e) space is added between words so that both edges of each line are aligned with both margins   |
| 6. Profit-loss statement | f) unwanted emails that is solicited and must include an unsubscribe button   |
| 7. Criteria              | g) helps you to retrieve specific items from an Access database   |
| 8. Transitions           | h) a function that works a little like an extended copy/paste clipboard that lets you save bits of content so you can call on them a few click or a paragraph later |
| 9. Hard skills           | i) a non-technology based competitive edge  |
| 10. Interpersonal skills | j) you take the exact message you received from one person and send it to someone else  |
| 11. Customer Service     | k) skills that can be tested such as the ability to fix a car   |

Drag and Drop the answer to the question.

budget

design

proximity

character

functions

row number

column letter

indirect communication

spreadsheet

conditional formatting

internet

coordinating

privacy

The \_\_\_\_\_ is the invention that opened up the global marketplace.

\_\_\_\_\_ is one of Fayol's five functions for management that is having a plan prepared when setbacks occur or when disaster strikes.

The paid version of Word is worth the cost over a free word processing service because it has more \_\_\_\_\_ and features.

\_\_\_\_\_ is formatting that depends on a condition being met (e.g., when a cell is empty, it should appear in red)

\_\_\_\_\_ is when elements that are placed close spatially to suggest a connection to the reader

A workbook that keeps track of different financial information, such as revenue and expenses to ensure that more money is not spent than is made is called a \_\_\_\_\_.

A computer file that uses rows and columns to organize, analyze, store, and manipulate data is called \_\_\_\_\_.

\_\_\_\_\_ datatype allows you to store data in a database as words and special characters

You can find pre-set themes for your PowerPoints under the \_\_\_\_\_ tab on your ribbon.

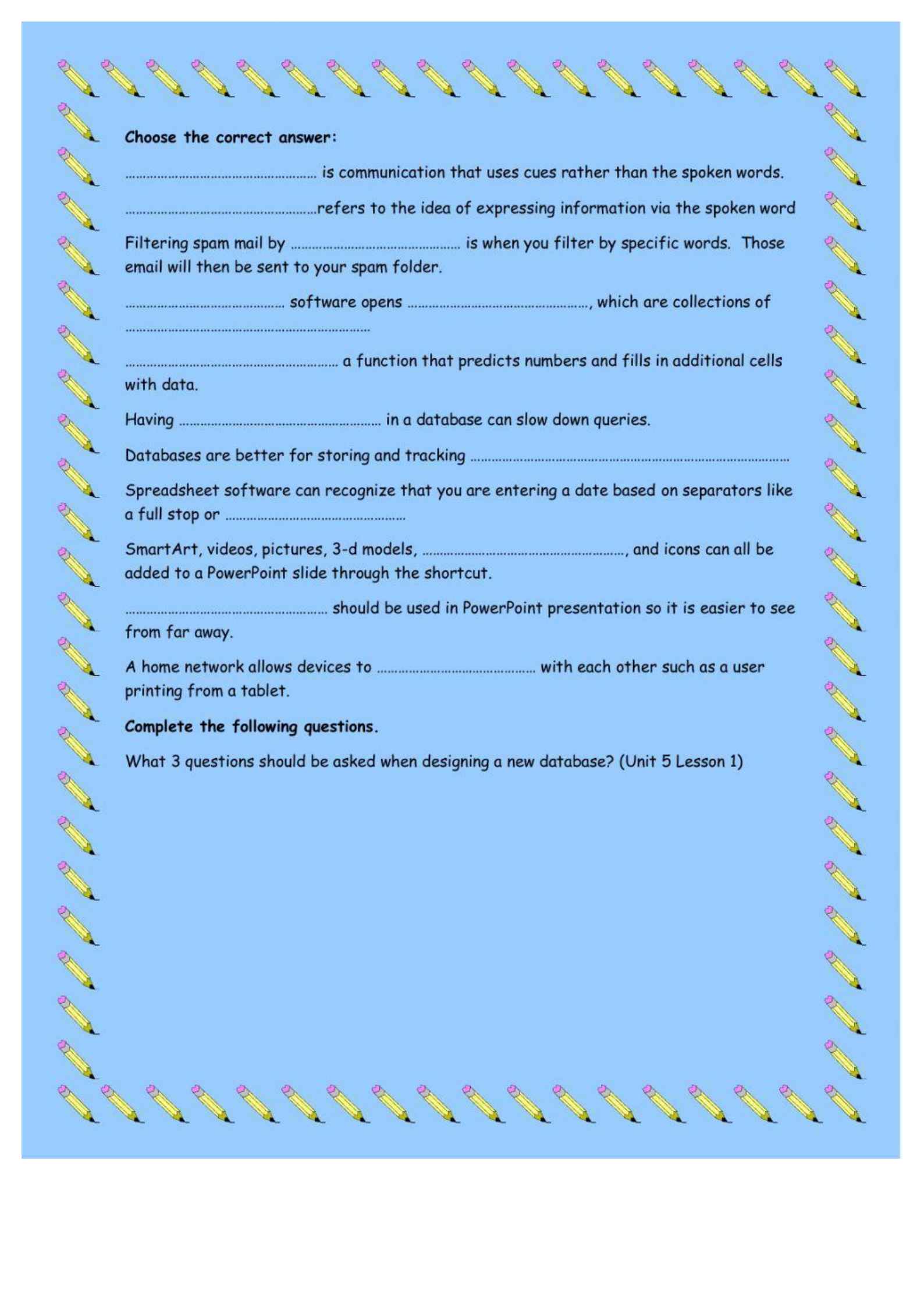
\_\_\_\_\_ is a major concern of numerous modern business-related technology innovations.

\_\_\_\_\_ is communication that the true intentions or opinions of the person speaking are hidden

A spreadsheet cell reference consists of what two parts

\_\_\_\_\_ and \_\_\_\_\_.





**Choose the correct answer:**

..... is communication that uses cues rather than the spoken words.

.....refers to the idea of expressing information via the spoken word

Filtering spam mail by ..... is when you filter by specific words. Those email will then be sent to your spam folder.

..... software opens ....., which are collections of .....

..... a function that predicts numbers and fills in additional cells with data.

Having ..... in a database can slow down queries.

Databases are better for storing and tracking .....

Spreadsheet software can recognize that you are entering a date based on separators like a full stop or .....

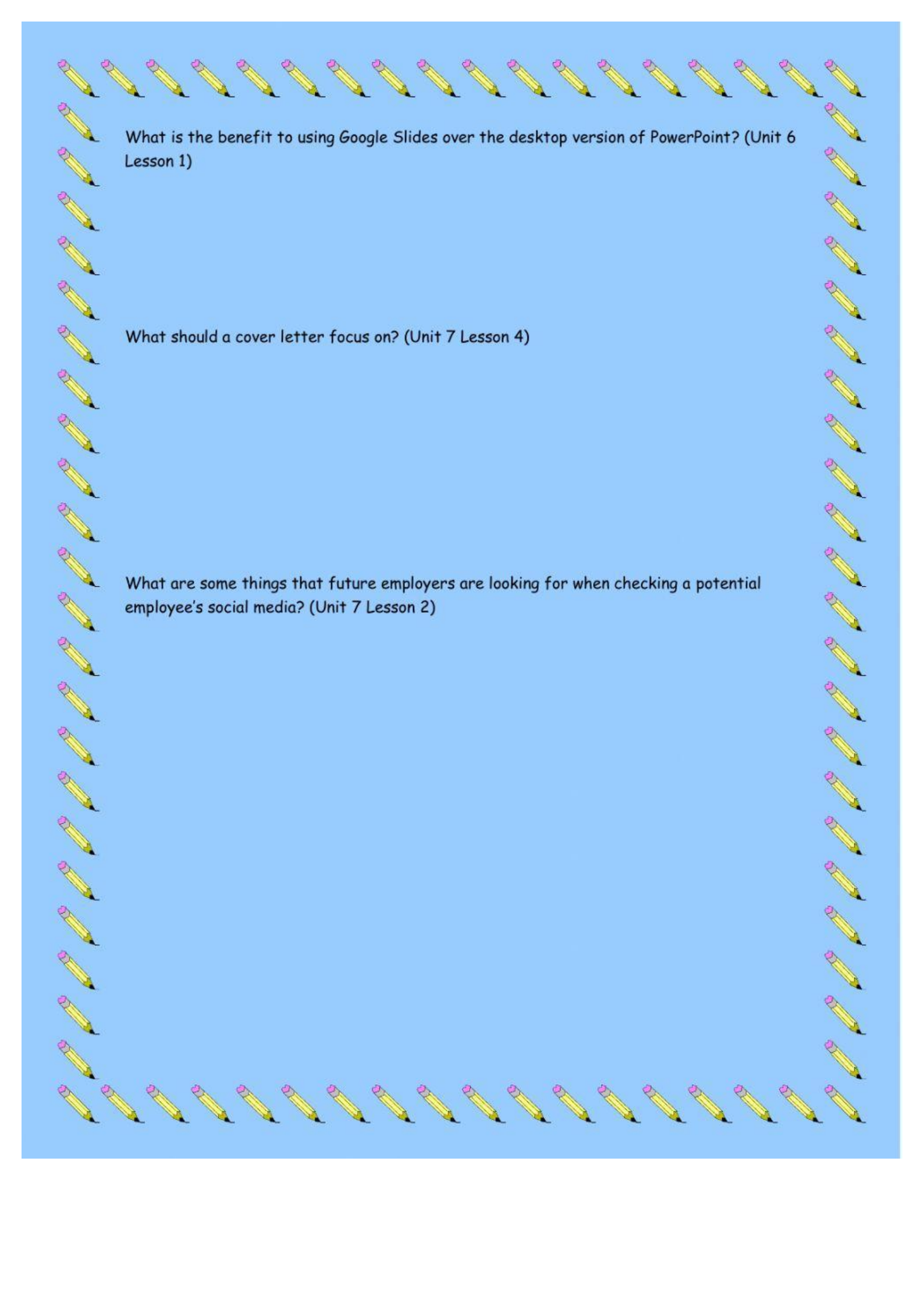
SmartArt, videos, pictures, 3-d models, ....., and icons can all be added to a PowerPoint slide through the shortcut.

..... should be used in PowerPoint presentation so it is easier to see from far away.

A home network allows devices to ..... with each other such as a user printing from a tablet.

**Complete the following questions.**

What 3 questions should be asked when designing a new database? (Unit 5 Lesson 1)



What is the benefit to using *Google Slides* over the desktop version of PowerPoint? (Unit 6 Lesson 1)

What should a cover letter focus on? (Unit 7 Lesson 4)

What are some things that future employers are looking for when checking a potential employee's social media? (Unit 7 Lesson 2)