

Unit 1: Introduction

Lesson 1: Microsoft Office Tour

1. Define the following vocabulary words:

a. Application: _____

b. Suite: _____

2. What is Microsoft Word used for?

3. Name some types of documents you can create with Microsoft Word.

4. What is Microsoft PowerPoint used for?

5. What is Microsoft Excel designed for?

6. Name some things you can do with Microsoft Excel.

7. What is Microsoft Access used for?

8. Name some information that Microsoft Access can contain.

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Lesson 2: Office Applications

1. What are two ways you can open an application?

2. Where do you click to close an application?

3. Using the diagram below, label the parts of the screen:

a. _____

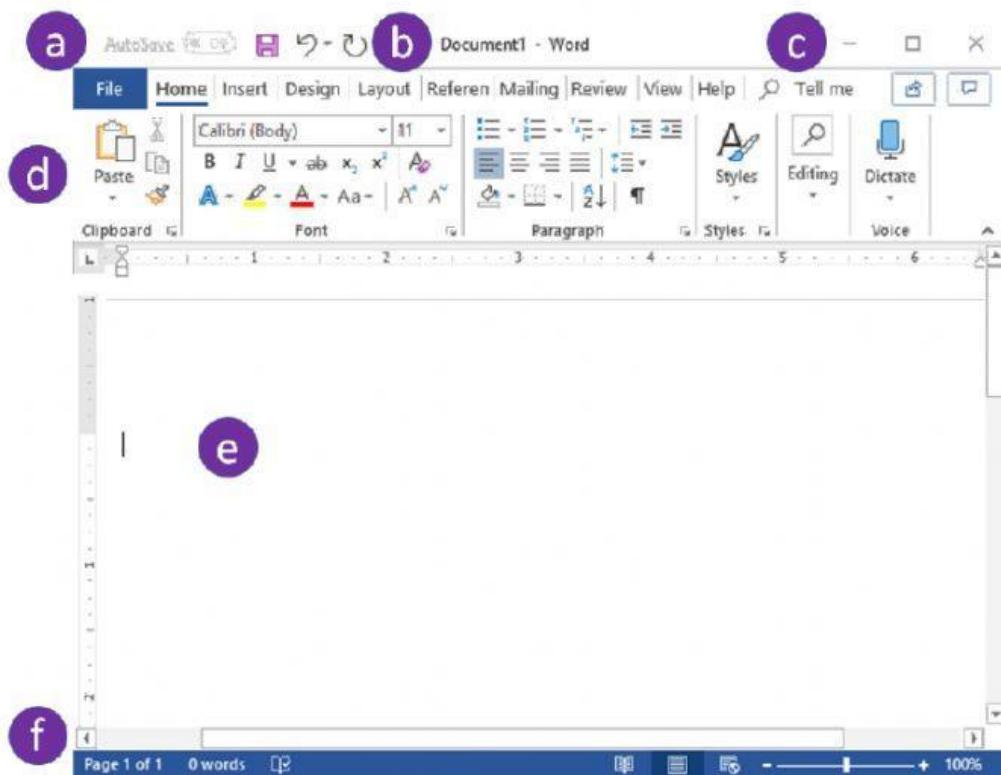
b. _____

c. _____

d. _____

e. _____

f. _____



Unit 1: Introduction**Lesson 3: Files and Folders**

1. Define the following vocabulary words:

a. File: _____

b. File extension: _____

c. Subfolder: _____

2. What does the file extension do?

3. Why should you have a good system of organization?

4. What is the File Explorer?

Lesson 4: Working with Files

1. Why is it a good idea to arrange the Microsoft applications and the lessons so they are visible at the same time?

2. If Microsoft tries to protect your computer by disabling edits for downloaded documents, you should click _____.

3. What is the Backstage View and where is it located?

4. Why would you use Save As instead of Save? _____

5. Why would you use the Save command? _____

6. When saving files in these lessons, what file name should you use? _____

7. Why might your screen look different from the examples shown in the lessons? _____
