Screen Components Quiz

Click on the correct response.

If you are wrong you will be given the opportunity to:

- Try again
- Continue
- Quit

Click here to continue…

Question #1

This is the _____ and it allows the user to move quickly through the worksheet.

Horizontal Ruler	Horizontal Tool Bar	Horizontal Scroll Bar

Question #2

This is the _____ and it returns the window to its previous shape and size after minimizing it.

Minimize Button

Restore Button

Maximize Button

Question #3

This is the _____ and it is used for emphasis to make certain words and phrases stand out.

| Big Button | Back Button | Bold Button |

Question #4

Which alignment option makes your text fit into a column?

Merge cells

Center

Wrap text

Question #5

This is the _____ and it organizes selected date in ascending or descending order..

Alphabet Button

Spell Check Button

Sort Button

Question #6

| File | Home | Insert | Page Layout | Formulas | Data | Review | View |

This is the _____ and it provides the names of the categories for the variety of available commands.

| Selection Toolbar | Tabs Bar | Horizontal Scroll Bar |

Question #7

Σ This is the _____ and it adds the selected range of cells.

Autosum Button	Plus Button	Addition Button

Question #8

[X]   This is the _____ and it will ask the user if he/she wants to save changes to the workbook and exit the entire program.

Minimize Button

Maximize Button

Close Button

Question #9

A	B	C	D	E	F

This is the _____.

Horizontal Tool Bar

Column Headings Bar

Horizontal Scroll Bar

Question #10

These are the _____ buttons and they line up text a particular distance from the edge(s) of a cell.

Line Buttons

Indent Buttons

Alignment Buttons

Correct

Try Again   **Next Question**   **Exit**

Correct

| Try Again | Next Question | Exit |

Correct

Try Again   **Next Question**   **Exit**

Correct

| Try Again | Next Question | Exit |

Correct

Try Again   **Next Question**   **Exit**

Correct

Try Again   **Next Question**   **Exit**

Correct

| Try Again | Next Question | Exit |

Correct

| Try Again | Next Question | Exit |

Correct

| Try Again | Next Question | Exit |

Correct

Try Again

Game Over

Exit

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

| Try Again | Next Question | Exit |

Incorrect

Try Again	Game Over	Exit