

Name: _____	ID No. _____
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Solution Key to Problem Set 6

1. MULTIPLE CHOICES (MCQs)

1)

A group of related software programs sold together as one unit is called a(n) _____.

- System Software
- Application Software
- software suite
- Utilities Programs

2)

The blinking line displayed within a document that indicates the current location within the document is called the _____.

- icon
- tool bar
- insertion point
- title bar

3)

In some Microsoft Office 2007 programs- **namely** Word, Excel and PowerPoint 2007- the File menu has been replaced with the _____.

- Microsoft Office Button
- Microsoft Windows Button
- Quick Access Toolbar
- Ribbon

4)

Which of the following is the correct cell address for the top left cell of a spreadsheet?

- A1
- 1A
- A-1

- None of the above

5)

A spreadsheet document created in a spreadsheet program is called a(n) _____.

- Microsoft Excel
- **workbook**
- worksheet
- Image

6)

Advantages of Software Suites include, among other things, a common user interface. Consider Microsoft Office 2007 Suite and in particular Word, Power Point and Excel. Use (✓) to indicate all the relevant **Ribbon Tabs** in each application program.

Ribbon Tab	Word	Excel	PowerPoint
Home	✓	✓	✓
Insert	✓	✓	✓
Page Layout	✓	✓	
Reference	✓		
Mailings	✓		
Design			✓
Formulas		✓	
Data		✓	
Animation			✓
Slide Show			✓
Review	✓	✓	✓
View	✓	✓	✓
Developer	✓	✓	✓
Add Ins		✓	

7)

A single worksheet in Microsoft Excel 2003 was limited to _____ rows and ____ columns.

- 65566, 255
- **65536, 256**
- 65436, 256
- 65336, 256

7)

To get helped regarding a software program, you can seek _____ .

- Application-based help.
- Web-based help.
- Offline help.
- **All of the above**

8)

Advantages of Word Processing Software include _____ .

- being able to save and retrieve the document.
- being able to include graphics, formatted text and hyperlinks.
- being able to include videos, and other features.
- All of the above.

9)

Font size is an example of _____ formatting, tab is an example of _____ formatting, while orientation is an example of _____ formatting.

- character, page, paragraph
- paragraph, character, page
- character, paragraph, page
- page, character, paragraph

10)

To generate discrete random variable with value in [0, 6], the following command is inserted in Microsoft Excel's cell:

- =rand()
- =rand()*6
- =round(rand()*6,1)
- =round(rand()*6,0)

2. TRUE OR FALSE (T / F)

1)

All Microsoft Office 2007 application programs include **Ribbon** instead of **Menu Bar**.

True

False

2)

All software available via the Internet comes from an application services provider (ASP).

True

False

3)

To continue installing software, you MUST "check" the mark on the license agreement that indicates the end-user acceptance of the terms and conditions of the software license.

True

False

4)

Microsoft Office Word, Excel and Power Point include features to save documents as Web pages.

True

False

5)

The difference between "relative" and "absolute" cell referencing is that in relative-cell referencing addresses are adjusted as the formula is copied while in absolute-cell referencing addresses are not adjusted as the formula is copied.

True

False

6)

Each slide in a slide presentation can contain only one type of element, such as text, an image, or a video clip.

True

False

7)

When you open a Word 97–2003 document in Office Word 2007, “Compatibility Mode” is turned on, and you see “Compatibility Mode” in the title bar of the document window.

True

False

8)

In Compatibility Mode, you can open, edit, and save Word 97–2003 documents but you **CANNOT** use any of the new Office Word 2007 features.

True

False

9)

To convert a Word 97–2003 document to Office 2007, click the Microsoft Office button, and then click Convert.



True

False

3. QUESTIONS

Explain the concept of “application programs.” and discuss the common types of software as determined by their ownership rights.

Application programs are software that provides the tools to perform particular tasks on a PC, such as writing a letter, processing orders, playing games, composing an e-mail, and so forth. In the office application for example, the software include Word processing software, Spreadsheet software, Database software, Presentation graphics software, Resource Planning software etc.

There are four common types of software as determined by their ownership rights:

1. **Commercial software** which is developed and sold for a profit. It often comes with a single-user license, and cannot be copied for others to use. It is also available to multiple users such as businesses schools via site licenses or network licenses. Examples include Microsoft Office Suit, Norton Antivirus, etc.
2. **Shareware**: This is available free of charge for trial purposes. It can usually be copied and given away to others for them to try too. Shareware software is typically less expensive than commercial software. For many shareware programs with specified trial period, if the trial period expired, users should ethically stop using it, uninstall it, or buy it. Examples include WinZip.
3. **Freeware**: This can be used, copied, and shared with others without charge. Authors of the freeware are typically computer science students or amateur programmers and they retain the copyrights of the software. Examples include Free Download Manager.
4. **Public domain software**: This is non-copyrighted, where the copyrights have been donated to the public domain. This type of software can be used, copied, modified, and distributed to others without restrictions. An example is Open Office.