

## Sample Midterm Questions

- 1) To view the entire page of a document, which of the following should you do?
  - a. Press the 100% button on the Zoom group of the View tab.
  - b. Press the One Page button on the Zoom group of the View tab.
  - c. Press the Page Width button on the Zoom group of the View tab.
  - d. Slide the Zoom slider toward the plus symbol.
  
- 2) To remove space after a paragraph, do which of the following?
  - a. Press the Decrease Indent button.
  - b. Delete the last line of text in the paragraph.
  - c. Press the Line and Paragraph Spacing button and then select Remove Space After Paragraph.
  - d. Press the Justify button.
  
- 3) You have selected a cell with a formula. Which of the following can you use to copy that formula to an adjacent cell?
  - a. mode indicator
  - b. Page Break Preview
  - c. scroll bar
  - d. Fill handle
  
- 4) Which of the following is a built-in formula that helps you perform complex calculations?
  - a. clipboard
  - b. mode indicator
  - c. named range
  - d. function