



## Office 2007 C&NS Family Feud Questions

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### Office 2003 Quiz Questions

#### Slide 1

1. Name the 2 elements in the Office 2003 programs that allow you to get access to all program features and commands?
2. Which key on the keyboard is used the most in keyboard shortcuts in Office 2003?
3. Under what menu in all office 2003 programs do you find the respective programs "Options"?
4. Which feature in Office allows you to choose where to put your file and give it a name?
5. What is the default saving file extension for Excel 2003?
6. What is the default font style and size in Word and Excel 2003?

#### Slide 2

1. What menu in Office 2003 had all the major office functions like "Print" and "Save"?
2. What is the default saving file extension in PowerPoint 2003?
3. In Word 2003, what is the name of the function that displays full text or phrases after typing the first few characters of the entry?
4. What is the default saving file extension for Word 2003?
5. True or False: When creating a new Office 2003 document/spreadsheet/presentation, you can browse the available templates on the Microsoft Office website right within the respective application.
6. What is the name of the program that allows you to create a chart in PowerPoint and Word 2003?

## **Office 2007 Review Questions**

### **Slide 1**

1. What has replaced menus and toolbars?
2. How is the Ribbon organized?
3. \_\_\_\_\_ shows you more options for a group.
4. Which tab provides access to free online training?
5. \_\_\_\_\_ are tabs that are only there when you need them.
6. The \_\_\_\_\_ allows you to format text quickly.

### **Slide 2**

1. What are the new file formats for Word, Excel, and PowerPoint 2007?
2. In what Office version should you save your files?
3. What can help to you determine what might not work properly in earlier versions of Office?
4. What is the new font style and size in Office 2007?
5. True/False: You need Adobe Acrobat Pro to create PDF's in Office 2007?
6. What allows you to get to the program "options" area of an Office 2007 application?