
PowerPoint, Word, Excel and Access Final Exam Questions & Answers 2025/2026

Formatting pictures - ANSWERSadd different elements to improve the look of the picture, gallery is a visual set of choices for styles

ribbon tabs and clusters - ANSWERScommands grouped by tabs at the top and then in cluster by related items on the ribbon, the home tab is used the most

Toolbars - ANSWERSquick access toolbar is located at the top of the screen, go here to save, undo and redo; mini toolbar appears when you highlight text, it contains common formatting commands

Parts of the word window - ANSWERSribbon, mini toolbar, office button, work area, scroll bar, view buttons

Formatting mark - ANSWERSappear when you click the show/hide button on the home tab of the ribbon, paragraph mark shows where enter has been pressed, period shows where a space has been pressed between words

Short cut keys to align text - ANSWERSto align text to the left (ctrl+L), to the right (Ctrl+R), to the center (Ctrl+E)

Clip Board - ANSWERSa temporary storage area in Windows

Enter key - ANSWERSused to insert a blank line, begin a new paragraph, and respond to prompts

Word And Powerpoint Exam Questions And Answers

Ying-Ying Zheng



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