# Module 2—Key Applications

# Lesson 11—Exploring Microsoft Office 2007

Review Questions

## True / False

1. True

2. False

3. False

4. True

5. False

## Multiple Choice

1. C

2. D

3. B

4. B

5. C

## Fill in the Blank

1. Folders

2. I-beam

3. file extension

4. File compatibility

5. ScreenTip

projects

##### Project 11-1

The solution file is named **sRecycling Vehicles.docx.**

**Project 11-2**

There is no solution file.

**Project 11-3**

The solution file is named **sThree Rs.pptx.**

**Teamwork Project**

Solutions will vary.

Critical Thinking

## Activity 11-1

A. Microsoft Word

B. Microsoft Access

C. Microsoft Outlook

D. Microsoft Excel

E. Microsoft PowerPoint

Online Discovery

Other Microsoft Office applications at the time of the publication of this text include the following:

|  |  |
| --- | --- |
| **APPLICATION** | **DESCRIPTION** |
| Accounting Express | An accounting application that enables you to manage and organize financial information, prepare invoices, and process payments. |
| Communicator | A communication tool that enables you to use phone features from your computer to collaborate with others via instant messages, voice calls, and video calls. |
| Groove | A collaboration application that enables teams to work together by creating a workspace for file-sharing, discussions, and meetings. |
| InfoPath | An information-gathering application that enables you to use electronic forms to gather, organize, and present data efficiently. |
| OneNote | A digital notebook application that enables you to gather, manage, and search notes and information. |
| Publisher | A desktop publishing application that enables you to develop a brand identity and design professional-looking marketing materials such as brochures, calendars, signs, and posters. |