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- This type of software is designed for users who want to customize the programs they use.
 - A) freeware
 - B) open-source software
 - C) shareware
 - D) macros
- The _____ of software contains lists of commands and options.
 - A) menu bar
 - B) title bar
 - C) formula bar
 - D) tool bar
- Changing an existing document is called _____ the document.
 - A) creating
 - B) modifying
 - C) adjusting
 - D) editing
- A _____ is a named set of characters that have the same characteristics.
 - A) type face
 - B) type style
 - C) font
 - D) pico
- In a spreadsheet program the _____ contains related worksheets and documents.
 - A) workbook
 - B) column
 - C) cell
 - D) formula
- The power of spreadsheets lies in its _____.
 - A) cells
 - B) worksheets
 - C) labels
 - D) formulas

- 7** In a presentation program a _____ is a resizable box for text and graphical elements.
- A) text box
 - B) cell
 - C) frame
 - D) object
- 8** Which of the following is PIM software?
- A) Microsoft Word
 - B) Microsoft Outlook
 - C) Microsoft Excel
 - D) Microsoft PowerPoint
- 9** The _____ is portable and allows the presenter to place the slides onto any surface.
- A) PC to TV converter
 - B) large scale CRT monitor
 - C) computer screen
 - D) data projector
- 10** A(n) _____ is software that you purchase that solves one task.
- A) suite
 - B) stand-alone program
 - C) open-source program
 - D) freeware program

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