



Introduction to Microsoft Office

Web search by 2LearnComputing.com



	Question	Answer	URL
1.	What is Microsoft Word used for?		
2.	What is Microsoft Excel used for?		
3.	What is Microsoft PowerPoint used for?		
4.	What is Microsoft Access used for?		
5.	When was the first version Microsoft Office released?		
6.	What software was included with this first release (contents)?		
7.	What were the Easter eggs hidden in Microsoft Office 2000?		
8.	Which version of Office was first to be released on CD-ROM?		
9.	Which Office version was released with Windows Vista?		
10.	Office 2003 had how many editions?		
11.	How many editions of Office 2007 were released?		

12.	What is the latest version of Microsoft Office for the MAC?		
13.	When will version 13 of Microsoft Office be released?		
14.	How do you insert clip art with Microsoft Office 2010?		
15.	Whic Microsoft Office software can be used to create a web page?		
16.	If you had to add up 10 numbers, whic Office software could you use?		
17.	If you had to add up 100 numbers which software could you use?		
18.	If you had 1,000 clients and you had to keep track of their names, addresses, and purchase information, which software could you use?		
19.	What are 2 ways you can copy and paste with Microsoft Office?		
20.	What are four other Microsoft Office titles besides the ones listed on 1-4 above?		

Answer Sheet for the Microsoft Office Basics Web Search

	Question	Answer	URL
1.	What is Microsoft Word used for?	To create documents such as flyers, memos, brochures.	
2.	What is Microsoft Excel used for?	To organize information, math calculations, create charts, and simple database functions	
3.	What is Microsoft PowerPoint used for?	To create presentations to show with a projector or a kiosk presentation	
4.	What is Microsoft Access used for?	To keep track of large amounts of data.	
5.	When was the first version Microsoft Office released?	10/1/1990	
6.	What software was included with this first release (contents)?	Microsoft Word for Windows 1.1, Microsoft Excel for Windows 2.0, and Microsoft PowerPoint	
7.	What were the Easter eggs hidden in Microsoft Office 2000?	Microsoft Excel contained a hidden game called Dev Hunter; Microsoft Access had a hidden 8 ball toy; and Microsoft Word had team development credits.	
8.	Which version of Office was first to be released on CD-ROM?	Microsoft Office for Windows 3.0	
9.	Which Office version was released with Windows Vista?	2007	
10.	Office 2003 had how many editions?	five	

11.	How many editions of Office 2007 were released?	Eight	
12.	What is the latest version of Microsoft Office for the MAC?	As of 3/11 it is Office2011	
13.	When will version 13 of Microsoft Office be released?	When will version 13 of Microsoft Office be released?	
14.	How do you insert clip art with Microsoft Office 2010?	Click on Insert then Clip Art	
15.	Whic Microsoft Office software can be used to create a web page?	Pretty much all of them	
16.	If you had to add up 10 numbers, whic Office software could you use?	You could use Microsoft Word tables or Excel	
17.	If you had to add up 100 numbers which software could you use?	Most likely Excel	
18.	If you had 1,000 clients and you had to keep track of their names, addresses, and purchase information, which software could you use?	Microsoft Access	
19.	What are 2 ways you can copy and paste with Microsoft Office?	Right-click to copy then right-click to paste, use ctrl+C and ctrl+V, or use copy and paste buttons in the Home tabl	
20.	What are four other Microsoft Office titles besides the ones listed on 1-4 above?	Project, Publisher, Infopath, Visio, OneNote, Outlook	