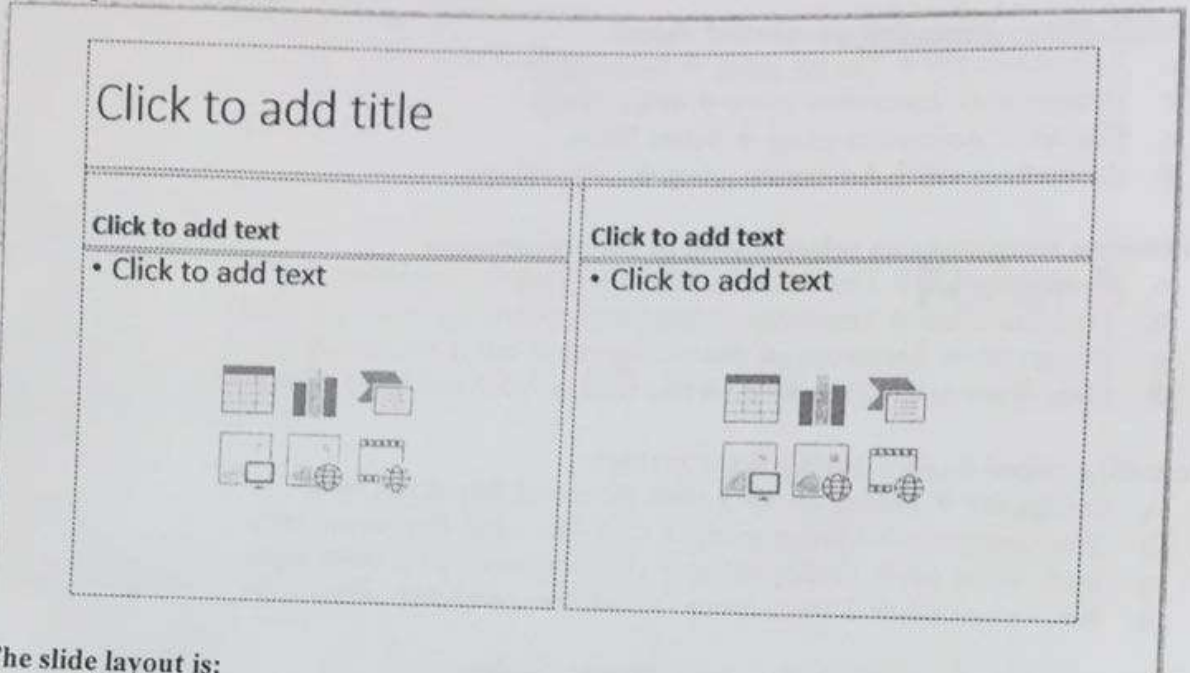


40. whenever you start a new presentation, it will contain one slide with the Title Slide layout

- a. True
- b. False

41. In the picture below:



The slide layout is:

- a. Title and content
- b. Blank
- c. Title only
- d. Comparison

42. If you want to copy and paste a slide quickly, you can duplicate it by:

- a. Select a slide → Home tab → click the arrow of the New Slide command → Duplicate selected Slide
- b. Select a slide → Right-click the mouse, → Delete Slide
- c. Select a slide → design tab → click the arrow of the New Slide command → Duplicate selected Slide
- d. Select a slide → Right-click the mouse, → Copy Slide

43. To insert hyperlink to another slide:

- a. Right click the placeholder or image → hyperlink → create new document
- b. Right click the placeholder or image → hyperlink → Existing file or webpage
- c. Right click the placeholder or image → hyperlink → place in this document → select a slide → ok
- d. Right click the placeholder or image → hyperlink → Email Address

44. In PowerPoint, to insert header and footer, you must click on:

- a. Home Tab → Header & Footer command
- b. Insert Tab → Header & Footer command
- c. Design Tab → Header & Footer command
- d. Review Tab → Header & Footer command

45. To exit of reading mode:

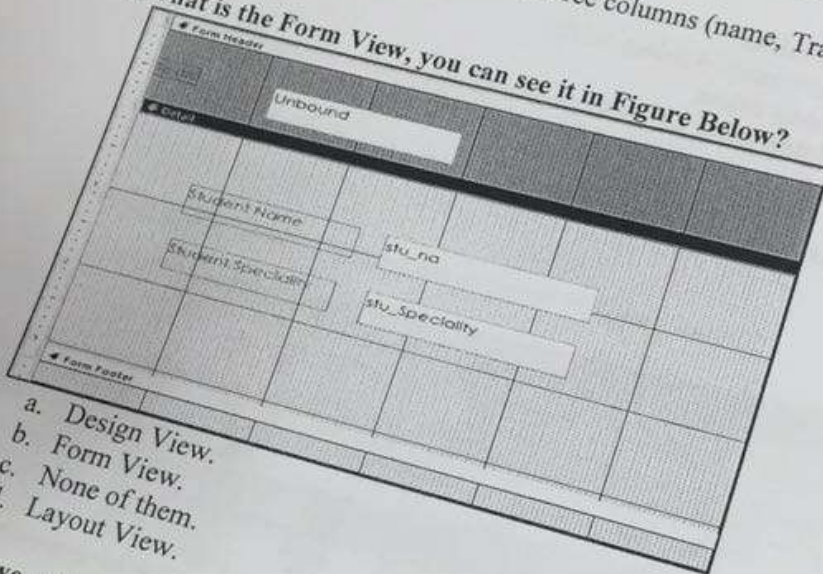
- a. Press Ctrl key
- b. Press Alt key
- c. Press Esc key
- d. Press Shift key

37. What this query mean?

Field:	name	Track	GPA
Table:	Students	Students	Students
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			>=0.85
or:			

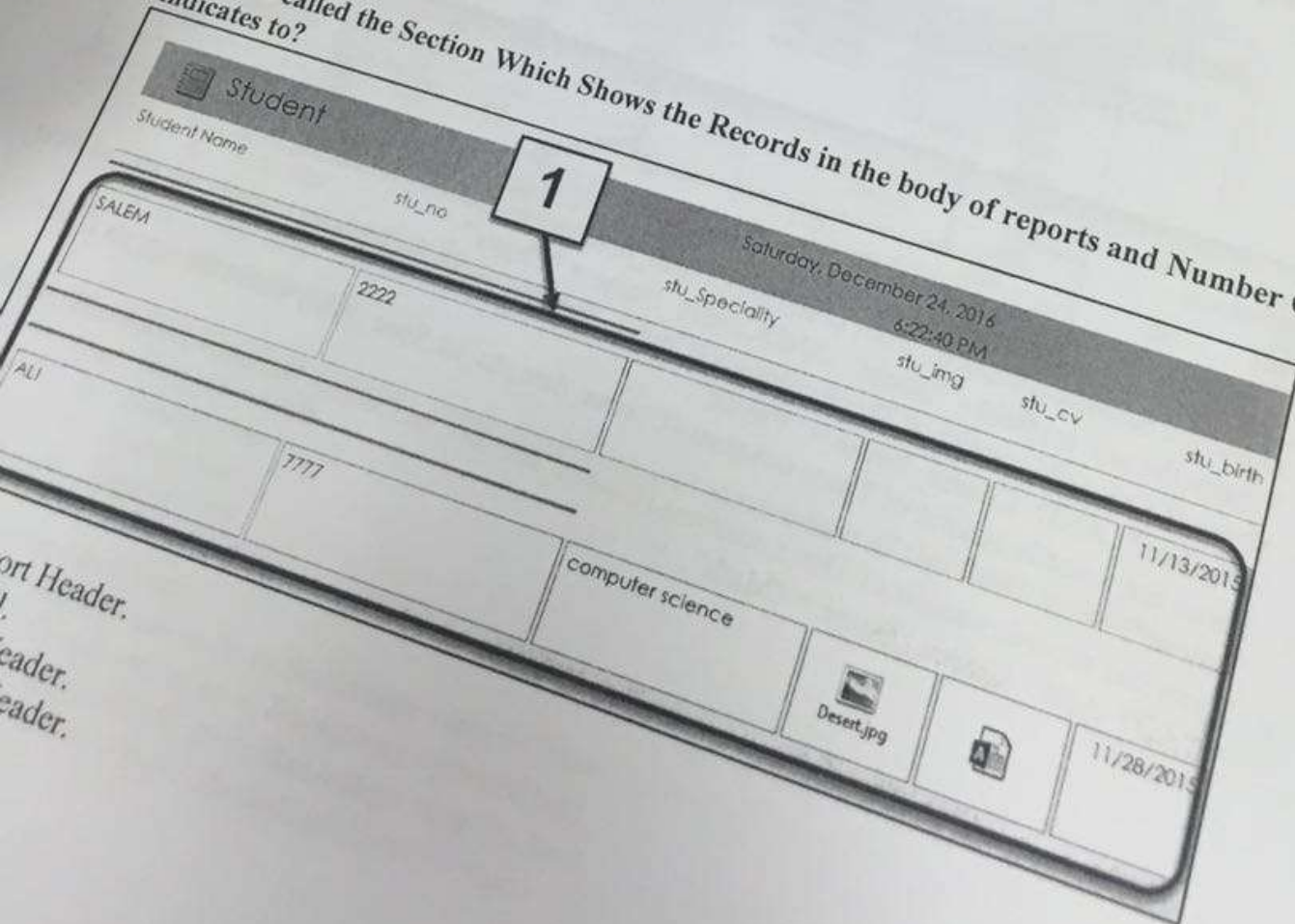
- Show the records consist of Four columns (name, Track, GPA), where the GPA field is greater or equal 85%.
- Show the records consist of Three columns (name, Track, GPA), where the GPA field is greater or equal 85%.
- Show the records consist of Three columns (name, Track, GPA), where the GPA field is less than 85%.
- Show the records consist of Three columns (name, Track, GPA), where the GPA field is less than 85%.
- Show the records consist of Three columns (name, Track, GPA), where the GPA field is less than 85%.

38. What is the Form View, you can see it in Figure Below?

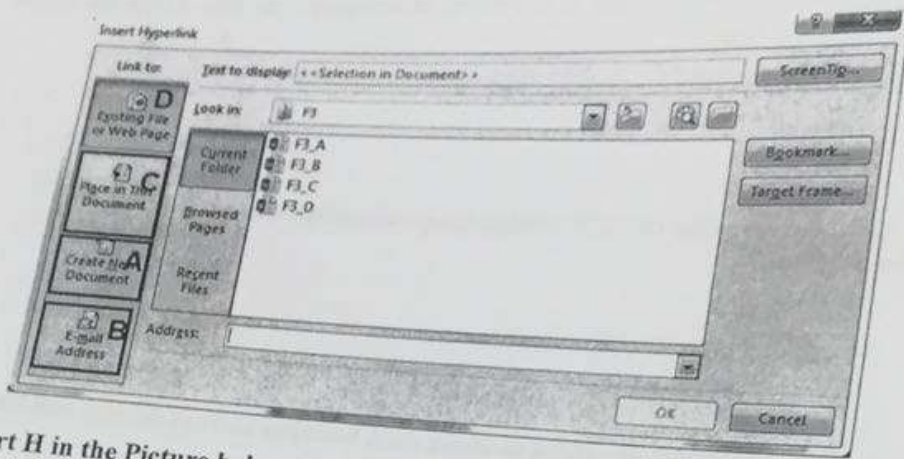


- Design View.
- Form View.
- None of them.
- Layout View.

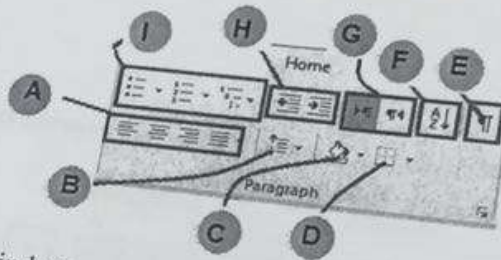
39. What we called the Section Which Shows the Records in the body of reports and Number One indicates to?



8. Which Command (A,b,c,or D) in the Picture below used to insert email hyperlink:

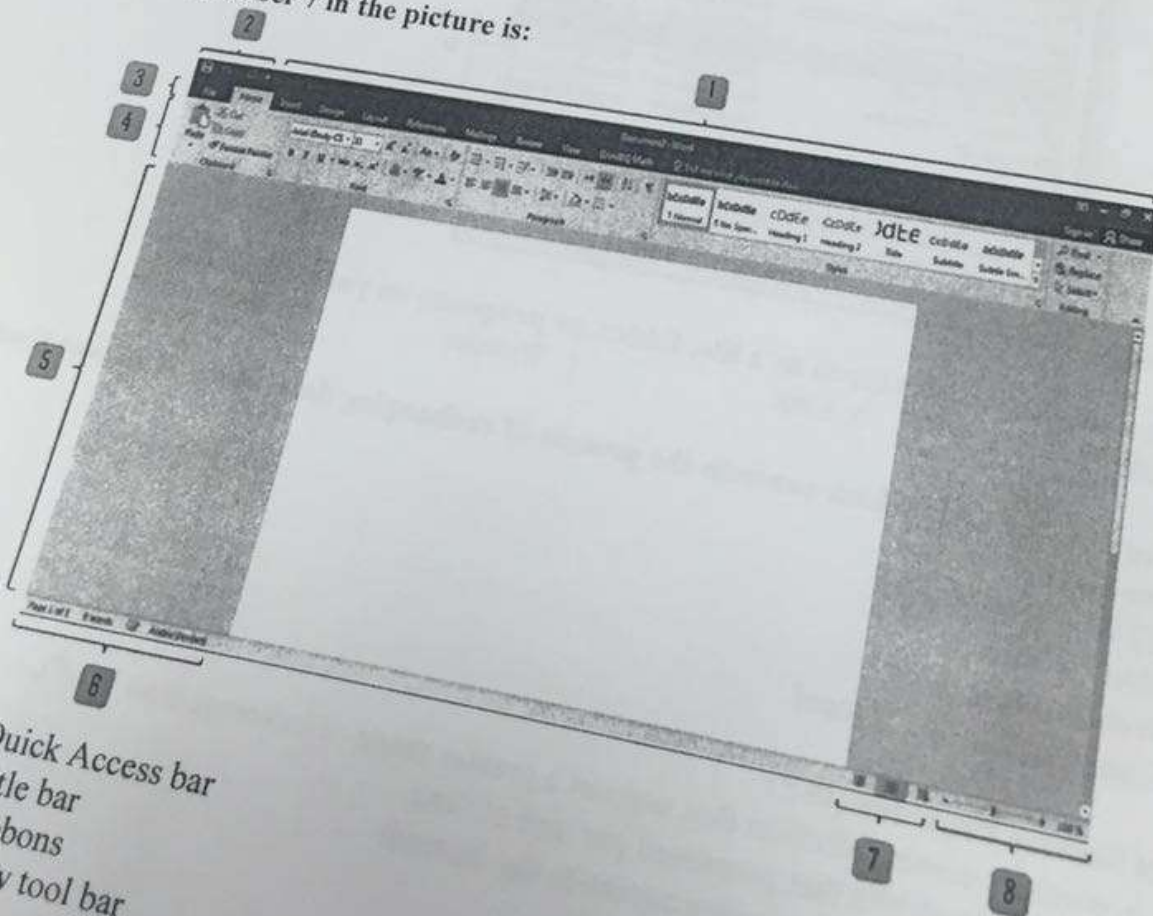


9. Part H in the Picture below is a :



- a. Increase/decrease indents command
- b. Align Text
- c. List commands
- d. Border Color command

10. Part Number 7 in the picture is:



- a. Quick Access bar
- b. Title bar
- c. Ribbons
- d. View tool bar

37. What this query mean?

Field:	name	Track	GPA
Table:	Students	Students	Students
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			>=0.85
or:			

- Show the records consist of Four columns (name, Track, GPA), where the GPA field is greater than or equal 85%.
- Show the records consist of Three columns (name, Track, GPA), where the GPA field is greater than 85%.
- Show the records consist of Three columns (name, Track, GPA), where the GPA field is greater than or equal 85%.
- Show the records consist of Three columns (name, Track, GPA), where the GPA field is less than or equal 85%.

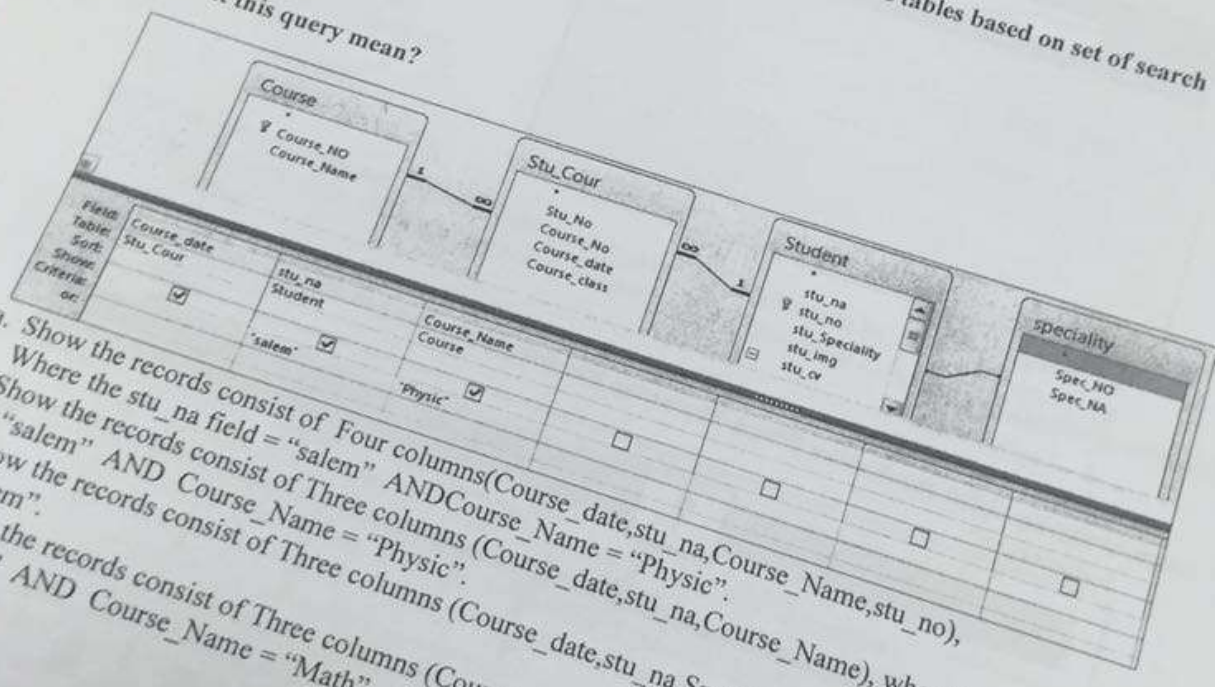
38. What is the Form View, you can see it in Figure Below?

- Design View.
- Form View.
- None of them.
- Layout View.

39. What we called the Section Which Shows the Records in the body of reports and Number One indicates to?

- Report Header.
- Detail.
- Page Header.
- Group Header.

32. To rename a table:
- Right click the table name in navigation panel → select delete → type the new name and press Enter.
 - Double click → select delete → type the new name and press Enter.
 - Right click the table name in navigation panel → click rename → type the new name and press Enter.
 - Double click → select rename → type the new name and press Enter.
33. Where Many occurrences in an entity relate to many occurrences in another entity that means?
- One to one relationship Degree.
 - Many to many relationship Degree.
 - One to one relationship Degree.
 - Many to many relationship Degree.
34. To delete the relationship between two tables
- Right click on the line of the relationship → Select delete.
 - Open Edit relationship box → Select delete.
 - From design tab → Select hide table
 - Right click on the line of the relationship → Select Edit relationship.
35. _____ allow you to pull information from one or more tables based on set of search conditions you define:
- Tables
 - Forms
 - Queries
 - Reports
36. What this query mean?



- Show the records consist of Four columns (Course_date, stu_no, Course_Name, stu_no), where the stu_no field = "salem".
- Show the records consist of Three columns (Course_date, stu_no, Course_Name), where the stu_no field = "salem" AND Course_Name = "Physic".
- Show the records consist of Three columns (Course_date, stu_no, Spec_NO), where the stu_no field = "salem" AND Course_Name = "Math".

Education of Damman Preparatory Studies

النموذج
Version

A

الجنس
Gender

M

11. The Command that helps you to move everything after the cursor Position to a new page

- a. Page Break
- b. Blank page
- c. cover page
- d. Move

12. The Linear option displays the equation so it fits on ..

- a. 4th Dimension
- b. 3rd Dimension
- c. a two-dimensional
- d. one Line

13. To Convert A text into a table:

a.

- 1. Select the text
- 2. Go to the **Insert** tab --> Click the **Table** command.
- 3. Select **Insert Table** --> Choose one of the options under **Separate text at**.
- 4. Click **OK**..

b.

- 1. Select the text
- 2. Go to the **Insert** tab --> Click the **Table** command.
- 3. Select **Convert Text to Table** --> Choose one of the options under **Separate text at**.
- 4. Click **OK**..

c.

- 1. Select the text
- 2. Go to the **Insert** tab --> Click the **Table** command.
- 3. Select **Draw Table** --> Choose one of the options under **Separate text at**.
- 4. Click **OK**..

d.

- 1. Select the text
- 2. Go to the **Insert** tab --> Click the **Table** command.
- 3. Select **Convert Table to Text** --> Click **OK**..

14. To Insert a picture from online source:

a.

- 1. Put the cursor where you want to insert the image.
- 2. **Insert** tab --> click on **Pictures** command.
- 3. The **Insert Picture** dialog box will appear. select the image and click **Insert**

b.

- 1. Put the cursor where you want to insert the image.
- 2. **Insert** tab --> click the **Online Pictures** command.
- 3. The **Insert Pictures** dialog box will appear.
- 4. Choose **Bing Image Search** or your **OneDrive**.
- 5. Select the desired image, then click **Insert**

c.

- 1. Put the cursor where you want to insert the image.
- 2. **Insert** tab --> click the **Screenshot** command.
- 3. Click on **screen clipping** to take a screenshot of the current screen. The mouse will turn to (+). Draw a rectangle on any part of the screen to clip it. Release the mouse.

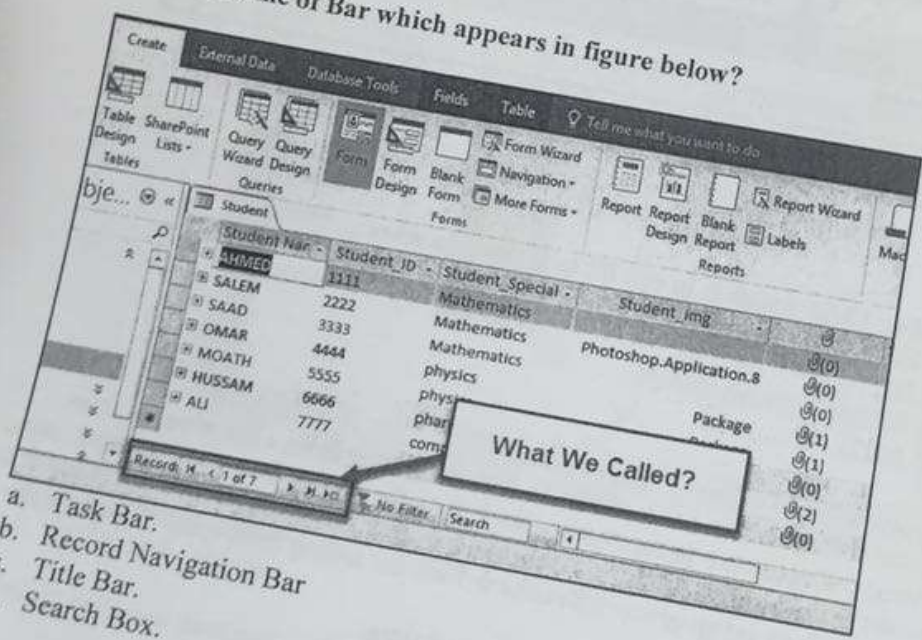
d.

- 1. Put the cursor where you want to insert the image.
- 2. **Insert** tab --> click on **Pictures** command.
- 3. The **Insert Shape** dialog box will appear. select the image and click **Insert**

26. To add a Custom List for use with AutoFill
- Select the cells contains the list → File → options → advanced → go to General section → custom list → click import → click Ok.
 - Select the cells contains the list → File → Account → go to General section → edit custom list → click import → click Ok
 - Select the cells contains the list → File → Export → click import → click Ok
 - You cannot add new list at all

Part 3: Access 2016

27. In MS access, what data type allows text, numbers and symbols to be entered:
- Number
 - Auto number
 - Text
 - Yes/No
28. Microsoft access allows you to create all of the following EXCEPT:
- Presentations
 - Tables
 - Relationships
 - Primary key
29. What is the name of Bar which appears in figure below?



- Task Bar.
 - Record Navigation Bar
 - Title Bar.
 - Search Box.
30. The table view that specifies name, datatypes and description of the fields is called:
- Datasheet view
 - Design view
 - Form view
 - Report view
31. To close database:
- Design tab to go to Backstage view → Close
 - Create tab to go to Backstage view → Close
 - Format tab to go to Backstage view → Close
 - File tab to go to Backstage view → Close