
IBA Exam Questions With All Correct Answers 2025 Latest Update

The ___ Displays icons of the programs you have open or that run in the background
CORRECT ANSWERS Taskbar

You can adjust the height, width, or overall size of a window by dragging a ___ on a window's boarder or corner
CORRECT ANSWERS Sizing handle

You can also resize a window using the maximize button, minimize button, and restore down button, located in the ___ of the window
CORRECT ANSWERS Top right hand corner

The ___ button is used to close a window, which would include any files you have open in the program
CORRECT ANSWERS Close

The ___ button reduces a window to an icon on the taskbar
CORRECT ANSWERS Minimize

A workbook is created in ___
CORRECT ANSWERS Excel

To start an office program, click the ___ button on the taskbar, click all programs, and then click Microsoft office
CORRECT ANSWERS Start

Some buttons are like light switches: one click turns on the feature and the next click turns it off. This is often referred to as ___
CORRECT ANSWERS Toggle

Some buttons have two parts: a button that you can click to choose the command and an arrow that you can click to open a ___, or list of other commands related to the button
CORRECT ANSWERS Menu

___ preview lets you see how a gallery option affects your file without making the change
CORRECT ANSWERS Live

Any file you open that was downloaded from the internet, accessed from a shared network, or received as an e-mail attachment may open in a read-only format, called ___ view
CORRECT ANSWERS Protected

Wes wants to save a file using its current name and save location. In this situation he would use ___ command
CORRECT ANSWERS Save

Wes wants to save a file that he has worked on many times, over several months, but he wants to change the file's name. In this case, he would use the ___ command
CORRECT ANSWERS Save as

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hurt by this mina fights with michael that night however michael and mina meet as usual signaling each other with their owl call after making up they go to see skellig who is in the attic eating dead animals the owls left on the windowsill skellig michael and mina dance

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david almond is a british children s writer who has penned several novels each one to critical acclaim he was born and raised in felling and newcastle in post industrial north east england and educated at the university of east anglia