# 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 comer 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 clock 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

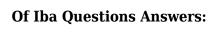
Any file you open that was downloaded from the internet, accessed from a shared network, or received as an e-mail attachment may open in a read-only format, called \_\_\_ view CORRECT ANSWERS Protected

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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