Chapter 3

Instructions: Fill in the best answer.

1. ____________ consists of programs that control the operations of the computer and its devices.

2. A(n) ____________, or GUI, combines text, graphics, and other visual cues to make software easier to use.

3. A(n) ____________ is a rectangular area of the screen that is used to display a program, data, and/or other information.

4. ____________ involves changing the appearance of a document.

5. A(n) ____________ is a collection of data organized in a manner that allows access, retrieval, and use of that data.

6. A(n) ____________ (PIM) is a software application installed on PDAs that includes an appointment calendar, address book, notepad and other features to help you organize personal information.

7. ____________ is a method of transferring data through an infrared port.

8. ____________ allows you to design, produce, and deliver sophisticated documents that contain text, graphics, and brilliant colors, and specifically supports page layout features.

9. ____________ is designed specifically to help you create Web pages, in addition to organizing, managing, and maintaining Web sites.

10. ____________ supports leaning objectives and goals.

True-False. Circle T or F

11. T F ______________ Database software is the interface between the user, the application software, and the computer’s hardware.

12. T F ______________ Windows XP, Mac OS X, UNIX, and Linux are all current operating systems.

13. T F ______________ When you are done using a computer, it is best to just flip the power switch to turn it off.
14. T F Downloading is the process of copying a document from memory to a storage medium.

15. T F A dialog box is a special window displayed by a program to provide information, present available options, or request a response.

16. T F A footer in a document is text that you want at the top of each page.

17. T F AutoCorrect is a word-processing feature that will correct common spelling errors and capitalization mistakes.

18. T F Synchronizing is the transferring of information and programs from PDAs to a personal computer and vice versa.

19. T F Integrated software is software that combines applications such as word processing, spreadsheet, and database into one easy-to-use package.

20. T F Banking software guides individuals, families, or small businesses through the process of filing federal taxes.

Circle the correct response.

21. Application programs are used for which of the following purposes?
   a. Facilitating communications
   b. As a productivity tool
   c. Help with home and personal activities
   d. All of the above

22. A(n) _______________ is an on-screen work area that uses common graphics elements.
   a. icon
   b. GUI
   c. window
   d. desktop

23. A(n) _______________ is a small image that represents a program, an instruction, or some other object.
   a. button
   b. GUI
   c. icon
   d. thumbnail
24. A(n) ________________ is a list of commands from which you can make a selection.
   a. title bar
   b. button
   c. menu
   d. icon

25. The process of making changes to an existing document is called ________________.
   a. programming
   b. editing
   c. analyzing
   d. formatting

26. ________________ is used to create, edit, and format documents that consist primarily of text.
   a. Word-processing software
   b. Database software
   c. Suite software
   d. Spreadsheet software

27. A ________________ is an automated tool that helps you complete a task by asking you questions and then automatically performing actions based on your answers.
   a. template
   b. wizard
   c. GUI
   d. PIM

28. ________________ allows you to organize numeric data in rows and columns.
   a. Word processing software
   b. Spreadsheet software
   c. Suite software
   d. Presentation graphics software

29. A(n) ________________ is a predefined formula that performs common calculations.
   a. function
   b. icon
   c. variable
   d. formula

30. ________________ allows teachers to track and organize student tests, homework, lab work, and other scores.
   a. Home room software
   b. Teacher tracking software
   c. Grade book software
   d. Spy software