

Fill in the blank with the term that is described.

- _____ 1. A series of guided lessons on how to use a computer program.
- _____ 2. Put additional information into a document.
- _____ 3. Remove information from a document.
- _____ 4. An area at the top of every page of a document. In a book, this may show the chapter number.
- _____ 5. A structured collection of similar information which can be searched
- _____ 6. A line of screen buttons, which represent actions or tools that are currently available within an application package.
- _____ 7. This feature helps you to step through the process of document creation.
- _____ 8. word processor, spreadsheet, database, communications, graphics software
- _____ 9. A program which divides the screen into rows and columns. Cells can contain text, numbers and formulas.
- _____ 10. Help which is available in the form of information screens when using a computer program.
- _____ 11. A type of data produced by a video still camera.
- _____ 12. Symbols or pictures on the screen.
- _____ 13. An interactive computer system which helps the user by giving clear prompts, menus and help screens.
- _____ 14. Areas of the screen set aside for a particular purpose such as displaying files or documents.
- _____ 15. Windows Icons Menus and Pointer.
- _____ 16. A type of data made up of music or any sound produced by a computer.
- _____ 17. Change or correct information in a document.
- _____ 18. An area at the bottom of every page of a document. In a document this may contain a page number.
- _____ 19. A change to the data in one file will not affect the same data in other files.
- _____ 20. Duplicate information somewhere else in the same document or another document.
- _____ 21. A shape displayed on the screen which is used to select items from a menu and is usually controlled by a mouse.
- _____ 22. A piece of software used for the production of, or editing graphics.
- _____ 23. The way in which the computer and the user communicate.
- _____ 24. A program used for writing and editing text
- _____ 25. A change to the data in one file is automatically carried out to the same data in another file.