

Place the letter of the matching description from the right column on the blank in front of the number of the left column.

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| _____ 1. Menus | A. Symbols or pictures on the screen. |
| _____ 2. Graphics Package | B. A line of screen buttons, which represent actions or tools that are currently available within an application package. |
| _____ 3. Text | C. Duplicate information somewhere else in the same document or another document. |
| _____ 4. Pointer | D. Characters or symbols displayed on a screen or printed as hard copy on a printer. |
| _____ 5. Footer | E. A piece of software used for the production of, or editing graphics. |
| _____ 6. On-line Tutorials | F. Change or correct information in a document. |
| _____ 7. Icons | G. Remove information from a document. |
| _____ 8. Static Data Linkage | H. A piece of software made up of separate parts which can share data. Each part has a similar HCI. |
| _____ 9. Integrated packages | I. Windows Icons Menus and Pointer. |
| _____ 10. Audio | J. An area at the top of every page of a document. In a book, this may show the chapter number. |
| _____ 11. Header | K. An area at the bottom of every page of a document. In a document this may contain a page number. |
| _____ 12. Delete | L. A series of guided lessons on how to use a computer program. |
| _____ 13. Toolbar | M. A type of data produced by a video still camera. |
| _____ 14. On-line Help | N. A type of data made up of music or any sound produced by a computer. |
| _____ 15. Move | O. A shape displayed on the screen which is used to select items from a menu and is usually controlled by a mouse. |
| _____ 16. User-Friendly | P. A change to the data in one file will not affect the same data in other files. |
| _____ 17. Database | Q. The way in which the computer and the user communicate. |
| _____ 18. Spreadsheet | R. Help which is available in the form of information screens when using a computer program. |
| _____ 19. Insert | S. Take part of a document and put it somewhere else in the same (or another) document. |
| _____ 20. General Purpose Packages | T. Put additional information into a document. |
| _____ 21. Human Computer Interface | U. An interactive computer system which helps the user by giving clear prompts, menus and help screens. |
| _____ 22. Amend | V. A list on the screen from which choices may be made by the user. |
| _____ 23. Photographic | W. word processor, spreadsheet, database, communications, graphics software |
| _____ 24. Copy | X. A program which divides the screen into rows and columns. Cells can contain text, numbers and formulas. |
| _____ 25. WIMP | Y. A structured collection of similar information which can be searched |