

General Purpose Packages 1

Place the letter of the term that matches the description on the blank in front of the number.

- _____ 1. A structured collection of similar information which can be searched
A. Database B. Amend C. Toolbar D. Audio
- _____ 2. An area at the top of every page of a document. In a book, this may show the chapter number.
A. Pointer B. On-line Tutorials C. General Purpose Packages D. Header
- _____ 3. Characters or symbols displayed on a screen or printed as hard copy on a printer.
A. User-Friendly B. Text C. Footer D. Dynamic Data Linkage
- _____ 4. A type of data made up of music or any sound produced by a computer.
A. Copy B. Header C. Amend D. Audio
- _____ 5. Duplicate information somewhere else in the same document or another document.
A. On-line Tutorials B. Graphics Package C. Copy D. User-Friendly
- _____ 6. The way in which the computer and the user communicate.
A. Spreadsheet B. Human Computer Interface C. Move D. Header
- _____ 7. A piece of software made up of separate parts which can share data. Each part has a similar HCI.
A. Header B. Integrated packages C. Copy D. Database
- _____ 8. A type of data produced by a video still camera.
A. Photographic B. Header C. Footer D. Text
- _____ 9. Areas of the screen set aside for a particular purpose such as displaying files or documents.
A. Header B. Insert C. Spreadsheet D. Windows
- _____ 10. A program which divides the screen into rows and columns. Cells can contain text, numbers and formulas.
A. Spreadsheet B. Move C. Amend D. Pointer
- _____ 11. A change to the data in one file is automatically carried out to the same data in another file.
A. Toolbar B. Amend C. Dynamic Data Linkage D. User-Friendly
- _____ 12. A piece of software used for the production of, or editing graphics.
A. Graphics Package B. Header C. Dynamic Data Linkage D. Copy
- _____ 13. Help which is available in the form of information screens when using a computer program.
A. On-line Help B. Insert C. Database D. Header
- _____ 14. Take part of a document and put it somewhere else in the same (or another) document.
A. Move B. Copy C. User-Friendly D. Photographic
- _____ 15. A list on the screen from which choices may be made by the user.
A. Menu B. Audio C. Dynamic Data Linkage D. Amend
- _____ 16. A shape displayed on the screen which is used to select items from a menu and is usually controlled by a mouse.
A. Audio B. Photographic C. Wizards D. Pointer
- _____ 17. An interactive computer system which helps the user by giving clear prompts, menus and help screens.
A. Menu B. User-Friendly C. Integrated packages D. Static Data Linkage
- _____ 18. A program used for writing and editing text
A. On-line Help B. Word Processor C. Footer D. Icons
- _____ 19. word processor, spreadsheet, database, communications, graphics software
A. Delete B. General Purpose Packages C. Toolbar D. Database
- _____ 20. Put additional information into a document.
A. User-Friendly B. Photographic C. Insert D. Delete
- _____ 21. An area at the bottom of every page of a document. In a document this may contain a page number.
A. Footer B. Insert C. Toolbar D. Audio
- _____ 22. A change to the data in one file will not affect the same data in other files.
A. On-line Help B. Static Data Linkage C. Copy D. Wizards
- _____ 23. A series of guided lessons on how to use a computer program.
A. Photographic B. On-line Tutorials C. Menu D. Templates
- _____ 24. Remove information from a document.
A. Delete B. Pointer C. On-line Help D. Static Data Linkage