

Technology Handbook Assessment

Module 3 Key Term Review

Name _____ Period _____ Date _____

Answer the following questions

1. A(n) _____ is the program responsible for running a computer.
2. A(n) _____ uses images on a monitor to make an operating system easier to use.
3. _____ tell the computer what to do and allow the computer user to control the computer.
4. A program that is designed for a particular type of task is called a(n) _____.
5. An application that uses values organized into rows and columns is a(n) _____.
6. A(n) _____ is an organized way to store information so that it is easy for the computer to search the information.
7. A(n) _____ is more efficient than a typewriter because you can correct mistakes on the screen before you print a document.
8. A(n) _____ is composed of slides that contain information and graphics.
9. _____ is the process of identifying and correcting problems.
10. _____ forces unwanted advertising onto your computer screen.
11. A(n) _____ is an unwanted program that can copy itself.
12. _____ is putting data into a code.
13. A program that performs a specific task within an operating system is called a(n) _____.
14. The hierarchical file system is one example of a(n) _____.
15. A(n) _____ protects computers against unwanted connections.

Concept Review

16. Instead of learning command words, a GUI user can choose from a(n) _____.
17. A word processing application produces _____.
18. A(n) _____ detects and eliminates viruses before they can harm a computer.
19. In order to view an encryption, a user must know the _____.
20. In a hierarchical file system, information is organized by _____.

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Answer the following questions on a separate sheet of paper.

Critical Thinking

- Predict** Think of three types of businesses that you think use application software to help make business easier. Write down the type of business and then describe how an application could help that type of business.
- Collect** Think of three school-related activities, such as keeping track of your homework, which you think might be easier with the help of a computer and a software application. Go online and try to locate an application that meets your needs. Try using search terms that combine the words “application” or “software” with the activity (sample search term: homework software).
- Compare** ~~Many people who run their own small office or home office use sophisticated application suites that allow them to create documents, spreadsheets, databases, and presentations. These suites help small business owners solve many of their own problems without the use of accountants, marketers, or designers and without a large financial investment. Research and compare the capabilities of three application suites. Determine which suite you would prefer to use and explain why.~~