

- Chapter 6
- \_\_\_\_ are programs designed to play audio and video files.
  - Media players
- \_\_\_\_ is used to plan, schedule, track, and analyze the tasks involved in a project, such as the construction of a building or the schedule for preparing a large advertising campaign for a client.
  - Project management software
- When selecting font size in a document, \_\_\_\_ points equals one-inch-tall text.
  - 72
- The most common type of database used on PCs today is a(n) \_\_\_\_.
  - Relational database
- Companies that deliver SaaS (Software as a Service) are sometimes referred to as \_\_\_\_.
  - Application service providers (ASPs)
- Popular drawing programs include \_\_\_\_ and CorelDRAW.
  - Adobe Illustrator
- \_\_\_\_ can be used, copied, modified, and distributed to others without restrictions.
  - Public domain software
- In Excel, the way formulas behave when they are copied depends on whether they use relative cell referencing or \_\_\_\_.
  - Absolute cell referencing
- In a worksheet, the intersection of a row and a column is called a \_\_\_\_.
  - Cell
- A \_\_\_\_ is a question, or, in database terms, a request for specific information from the database.
  - Query
- When a software program is purchased, the buyer is acquiring a(n) \_\_\_\_ that permits him or her to use the software.
  - Software license
- Businesses and many individuals often use office suites, sometimes called \_\_\_\_, to produce various types of documents.
  - Productivity software suites

□ \_\_\_\_ programs are software programs that are distributed on the honor system.

- Shareware

□ Related software programs are sometimes sold bundled together as a \_\_\_\_, such as a group of graphics programs, utility programs, or office-related software.

- Software suite

□ In Excel, a(n) \_\_\_\_ is a named, preprogrammed formula, such as to compute the average of a group of cells or calculate a mortgage payment amount.

- Function

□ A \_\_\_\_ is a group of values and other data organized into rows and columns, similar to the ruled paper worksheets traditionally used by bookkeepers and accountants.

- Spreadsheet

□ Most \_\_\_\_ programs are available to try free of charge, but typically a small fee is required to use the program regularly.

- shareware

□ A single spreadsheet document is often called a \_\_\_\_.

- Worksheet

□ The \_\_\_\_ is a feature in versions of Microsoft Office, introduced with Office 2007, whereby the menu bar is replaced by tabs containing groups of related commands are organized visually along the top of the application window.

- Ribbon

□ A \_\_\_\_ is an image designed to enhance a presentation (such as an electronic slide show or a printed report) visually, typically to convey information more easily to people.

- Presentation graphic

□ Mary needs word processing software for her classes, but she has to budget her resources carefully this semester. She might consider using \_\_\_\_, which is available as a free download via the Internet.

- OpenOffice

□ Charts are inserted into an Excel spreadsheet using the commands in the Charts group on the \_\_\_\_ tab on the Ribbon.

- Insert

- One of the most common painting programs is \_\_\_\_.
  - Microsoft Paint
- \_\_\_\_ refers to using a PC to combine and manipulate text and images to create attractive documents that look as if they were created by a professional printer.
  - Desktop publishing
- \_\_\_\_ is a shareware program.
  - WinZip (file compression program)
- In a relational database with a table for employees, each employee is a separate \_\_\_\_ in the table.
  - record