

Chapter 1

A computer keeps data, instructions, and information on ____ media such as hard disks, like the one shown in the accompanying figure, and on USB flash drives, optical discs, and memory cards.

Storage

The ____ unit is a case that contains electronic components of the computer that are used to process data.

System

The ____ is a worldwide collection of networks that connects millions of businesses, government agencies, educational institutions, and individuals.

Internet

The term, ____, refers to any personal computer based on the original IBM personal computer design.

PC-compatible

A(n) ____ device is any hardware component that allows you to enter data and instructions into a computer.

Input

A(n) ____ computer is a personal computer that users can carry from place to place.

Laptop or mobile

All of the following are advantages of using computers EXCEPT ____.

Impact on labor force

Some people refer to the series of input, process, output, and storage activities of a computer as the ____ processing cycle.

Information

A(n) ____ device is a hardware component that enables a computer to send (transmit) and receive data, instructions, and information to and from one or more computers.

Communications

Examples of mobile technology include all of the following EXCEPT ____.

Servers

People around the world use the Internet to ____

All of the above

A(n) ____ is an electronic device, operating under the control of instructions stored in its own memory, that can accept data, process the data according to specified rules, produce results, and store the results for future use.

Computer

Chapter 2

A(n) _____ program is used to create, send, receive, forward, store, print, and delete e-mail messages.

E-mail

_____ takes place when the modem in a computer uses a standard telephone line to connect to the Internet.

Dial-up access

Internet-enabled mobile devices such as smart phones use a special type of browser, called a(n) _____, which is designed for their small screens and limited computing power.

Microbrowser

The _____ is a worldwide collection of networks that links millions of businesses, government agencies, educational institutions, and individuals.

Internet

_____ is an unsolicited e-mail message or newsgroup article sent to many recipients or newsgroups at once.

Spam

Fixed wireless Internet connections _____.

All of the above

_____ is the process of transferring data in a continuous and even flow, which allows users to access and use a file while it is transmitting.

Streaming

_____ is an Internet standard that permits file uploading and downloading with other computers on the Internet.

FTP

Each electronic document on the Web is called a Web _____, which can contain text, graphics, audio (sound), and video.

Page

Sets standards and guidelines for many areas of the Internet.

The W3C

The components of a domain name are separated by _____.

Periods

A cable _____ allows access to high-speed Internet services through the cable television network

Modem

Chapter 3

_____ software allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group.

Presentation

A(n) _____ is a request for specific data from a database

Query

Most spreadsheet software include _____ analysis tools, where users can ask questions and change certain values in a spreadsheet to reveal the effects of those changes.

What-if

_____ is the delivery of education at one location while the learning takes place at other locations.

Distance Learning (DL)

A(n) _____ is the intersection of a column and row in a worksheet

Cell

A(n) _____ is a collection of data organized in a manner that allows access, retrieval, and use of that data

Database

Which of the following is an example of computer-aided design software?

Autodesk AutoCAD

A software _____ is a collection of individual programs sold as a single package.

Suite

_____ software is software that allows users to organize data in rows and columns and perform calculations on the data.

Spreadsheet

A(n) _____ is a window that provides information, presents available options, or requests a response.

Dialog box

Multimedia _____ software allows users to combine text, graphics, audio, video, and animation into an interactive application.

Authoring

_____ software consists of programs designed to make users more productive and/or assist them with personal tasks.

Application