Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Chapter 7 Guided Reading***

1. Symbolically speaking, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_sits on top of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because it cannot run without the operating system and system utilities.
2. You can purchase application software as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or as a \_\_\_\_\_\_\_\_\_\_\_.
3. A suite generally contains the following four types of programs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. You use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_software, like Microsoft Office Word, to create, edit, and print documents and then save the documents electronically.
5. Word processors that support the basic features generally are called\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Microsoft Word provides options that you can adjust and configure to suit your working style. To display the Word Options dialog box, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and then click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_button at the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the menu.
7. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a row-and-column arrangement of data.
8. You use electronic spreadsheet software, like Microsoft Office Excel, to\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_numeric data.
9. The rows and columns can contain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. The grid in Excel is referred to as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
11. An Excel file is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. A\_\_\_\_\_\_\_\_\_\_\_\_\_ is the intersection of a \_\_\_\_\_\_\_\_\_\_\_\_\_and a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. Each cell has a name, called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(for example, A1).
14. You can use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to emphasize specific entries, enhance the appearance of the spreadsheet, and make the information easier to read and understand.
15. Presentation software, like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is a computer program you use to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information, normally in the form of a slide show.
16. Microsoft PowerPoint comes with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_–predesigned sets of fonts, colors, lines, fill effects, and other formatting.
17. Summarize below the effective presentation guidelines:
18. Effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the core of a successful business or organization and is important in your personal life.
19. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a collection of related information organized in a manner that allows for rapid search and retrieval.
20. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DBMS) is a software program that is used to \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_controlled access to data.

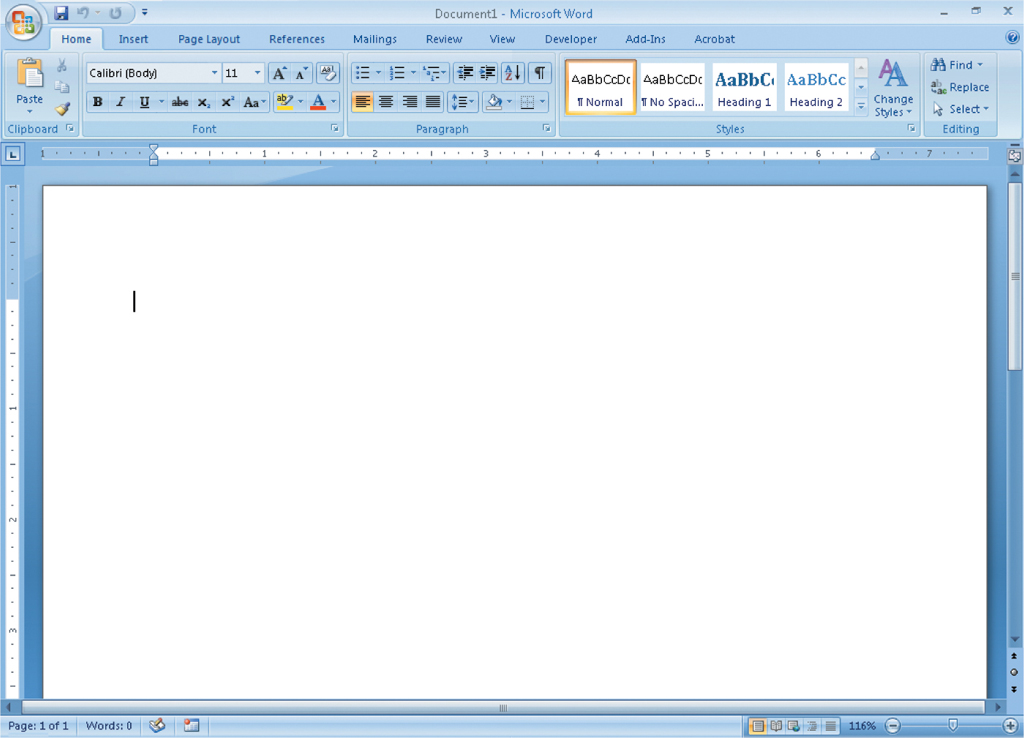
**Database Structure:**

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is composed of columns and rows, referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Access.
2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is assigned to a field, uniquely identifies each record in a table.
3. Using the data stored in the table, you can use Access to create the following objects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the first step in a three-step process and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the second step. The third step is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or add records to the table.
5. Access contains two basic views for working with tables—\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.
6. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides a convenient way to enter and view records in a table.
7. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ enables you to locate records that match specified criteria by providing a way for you to ask a question about the information stored in a database table or tables.
8. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a database object that allows you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ all or a portion of the data in a database.
9. Many \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_databases are dynamic and provide the capability for the user to change the content and products frequently.
10. You use graphics and multimedia programs to create a variety of illustrations and animation.

Fill in the Table Below: (Video, Graphics—Pictures, Sound)

|  |  |
| --- | --- |
| **Image Type** | **Description** |
| GIF |  |
| JPG |  |
| MOV |  |
| MP3  ***Important!!!*** |  |
| PNG |  |
| QuickTime |  |
| SWF |  |
| WAV |  |
| MP4 |  |

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a graphics program that is used for creating illustrations.
2. The image is saved in a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This allows all individual parts of the picture to be moved, isolated, and scaled independently of the other parts.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is defined as the use of text, graphics, audio, and video in some combination to create an effective means of communication and interaction.
4. Provide Examples below of Education and Entertainment programs.
5. Provide Examples below of Utility programs.
6. Provide Examples below of Miscellaneous Software programs.



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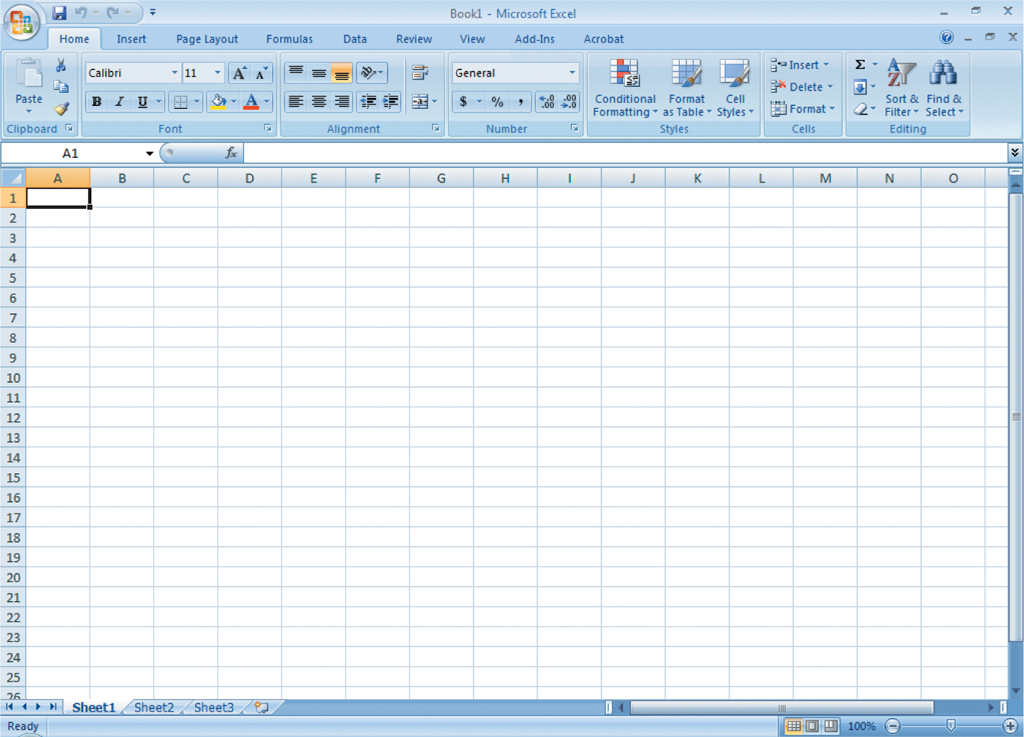
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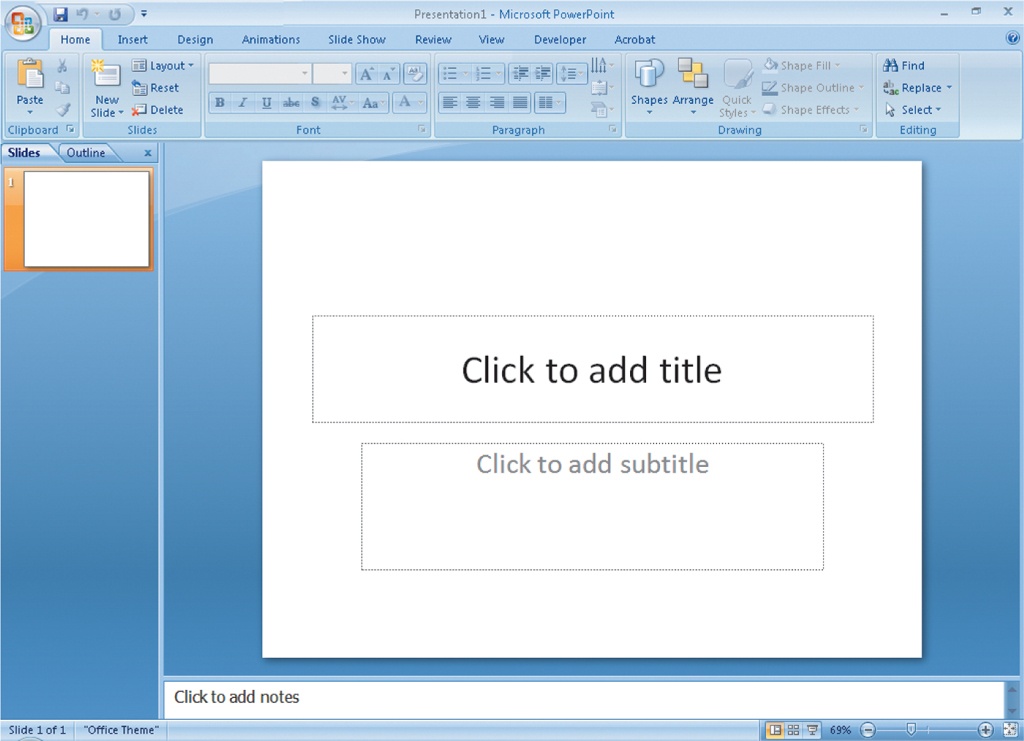
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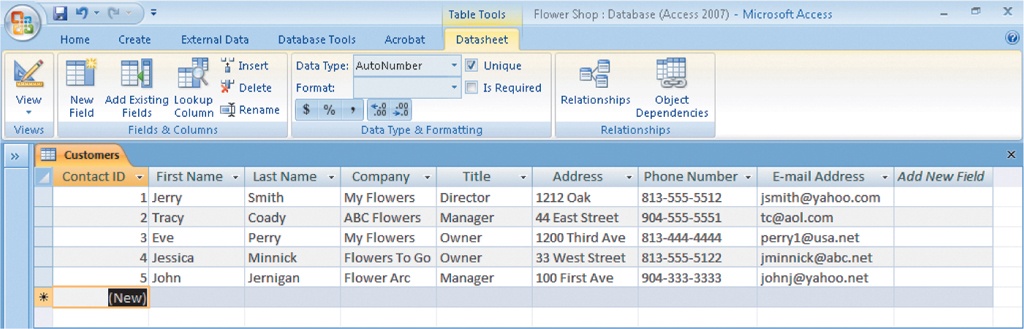
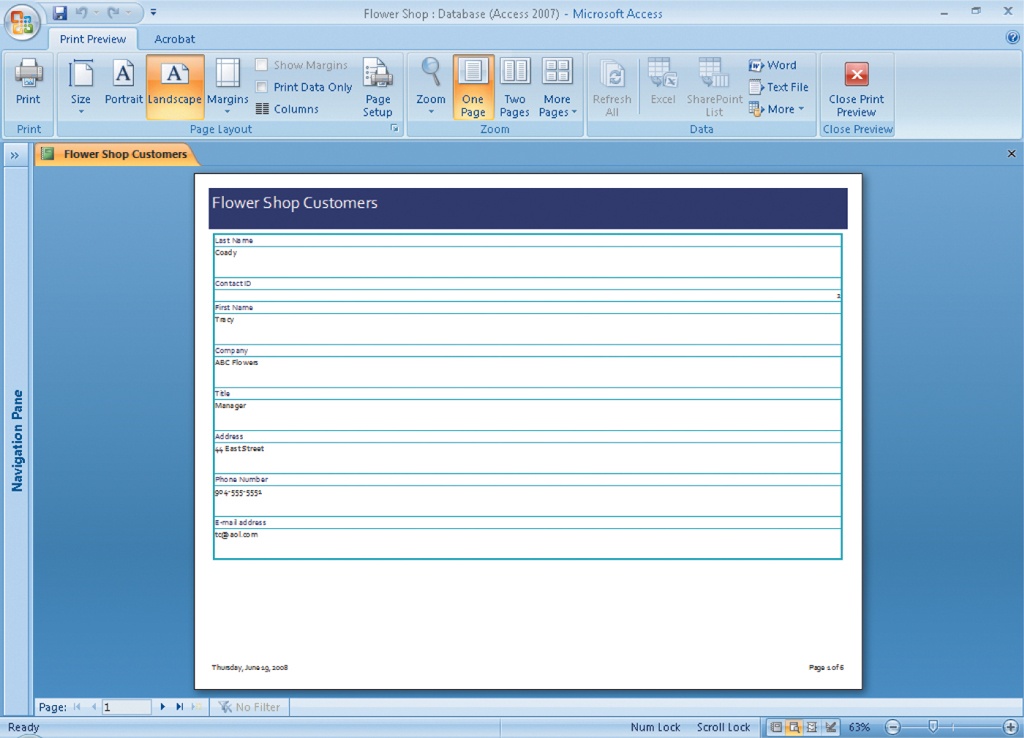
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