Chapter 03

Application Software

**Multiple Choice Questions**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | This type of software works with end users, application software, and computer hardware to handle the majority of technical details.      |  |  | | --- | --- | | A. | Communications |  |  |  | | --- | --- | | B. | Application |  |  |  | | --- | --- | | C. | Utility |  |  |  | | --- | --- | | D. | System | |

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| 2. | This type of software can be described as end user software and is used to accomplish a variety of tasks.      |  |  | | --- | --- | | A. | Communications |  |  |  | | --- | --- | | B. | Application |  |  |  | | --- | --- | | C. | Utility |  |  |  | | --- | --- | | D. | System | |

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| 3. | \_\_\_\_\_\_\_ provide additional information and request user input.      |  |  | | --- | --- | | A. | Dialog boxes |  |  |  | | --- | --- | | B. | Windows |  |  |  | | --- | --- | | C. | Toolbars |  |  |  | | --- | --- | | D. | Ribbons | |

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| 4. | Most applications use a(n) \_\_\_\_\_\_\_ that displays graphical elements called icons to represent familiar objects.      |  |  | | --- | --- | | A. | integrated package |  |  |  | | --- | --- | | B. | dialog box |  |  |  | | --- | --- | | C. | graphical user interface |  |  |  | | --- | --- | | D. | menu button | |

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| 5. | General-purpose applications include all of the following except:      |  |  | | --- | --- | | A. | web authoring |  |  |  | | --- | --- | | B. | word processors |  |  |  | | --- | --- | | C. | spreadsheets |  |  |  | | --- | --- | | D. | database management systems | |

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| 6. | This GUI includes tabs, groups and galleries.      |  |  | | --- | --- | | A. | Character-based |  |  |  | | --- | --- | | B. | Ribbon |  |  |  | | --- | --- | | C. | Contextual |  |  |  | | --- | --- | | D. | Dialog | |

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| 7. | These organize commonly used commands into a set of tabs.      |  |  | | --- | --- | | A. | Buttons |  |  |  | | --- | --- | | B. | Galleries |  |  |  | | --- | --- | | C. | Ribbons |  |  |  | | --- | --- | | D. | Contextual tabs | |

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| 8. | To create documents that consist primarily of text, you need this software.      |  |  | | --- | --- | | A. | Presentation graphics |  |  |  | | --- | --- | | B. | Word processor |  |  |  | | --- | --- | | C. | Spreadsheet |  |  |  | | --- | --- | | D. | Database management | |

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| 9. | Which would be the most appropriate type of application to create, analyze and forecast budgets?      |  |  | | --- | --- | | A. | DBMS |  |  |  | | --- | --- | | B. | Word processor |  |  |  | | --- | --- | | C. | Spreadsheet |  |  |  | | --- | --- | | D. | Presentation graphics | |

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| 10. | The electronic equivalent of a file cabinet is a \_\_\_\_\_\_\_.      |  |  | | --- | --- | | A. | database |  |  |  | | --- | --- | | B. | word processor |  |  |  | | --- | --- | | C. | spreadsheet |  |  |  | | --- | --- | | D. | query | |

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| 11. | Programs that combine a variety of visual objects to create attractive, visually interesting presentations are called:      |  |  | | --- | --- | | A. | graphs |  |  |  | | --- | --- | | B. | presentation graphics |  |  |  | | --- | --- | | C. | diagrams |  |  |  | | --- | --- | | D. | charts | |

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| 12. | Programs that allow you to mix text and graphics and focus on flexible page design and layout.      |  |  | | --- | --- | | A. | Databases |  |  |  | | --- | --- | | B. | Desktop publishing |  |  |  | | --- | --- | | C. | Word processors |  |  |  | | --- | --- | | D. | Image galleries | |

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| 13. | These are specialized graphics programs for editing or modifying digital photographs.      |  |  | | --- | --- | | A. | Image editors |  |  |  | | --- | --- | | B. | Desktop publishing |  |  |  | | --- | --- | | C. | Presentation graphics |  |  |  | | --- | --- | | D. | Illustrations | |

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| 14. | Image editors edit images consisting of thousands of pixels that form this type of image.      |  |  | | --- | --- | | A. | Vector |  |  |  | | --- | --- | | B. | Bitmap |  |  |  | | --- | --- | | C. | Object |  |  |  | | --- | --- | | D. | Electronic | |

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| 15. | This type of image is made up of geometric shapes or objects.      |  |  | | --- | --- | | A. | Raster |  |  |  | | --- | --- | | B. | Bitmap |  |  |  | | --- | --- | | C. | Vector |  |  |  | | --- | --- | | D. | Pixel | |

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| 16. | These programs are used to create and edit vector images.      |  |  | | --- | --- | | A. | Illustration programs |  |  |  | | --- | --- | | B. | Photo editors |  |  |  | | --- | --- | | C. | Presentation graphics |  |  |  | | --- | --- | | D. | Image galleries | |

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| 17. | A library of electronic images is called a(n) \_\_\_\_\_\_\_.      |  |  | | --- | --- | | A. | database |  |  |  | | --- | --- | | B. | vector library |  |  |  | | --- | --- | | C. | bitmap gallery |  |  |  | | --- | --- | | D. | image gallery | |

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| 18. | Which of the following programs would be used to create a website?      |  |  | | --- | --- | | A. | Image editor |  |  |  | | --- | --- | | B. | Illustration |  |  |  | | --- | --- | | C. | Desktop publishing |  |  |  | | --- | --- | | D. | Web authoring | |

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| 19. | The content of a website is broken down into a series of related pieces of information which is represented in a \_\_\_\_\_\_\_.      |  |  | | --- | --- | | A. | graphical site map |  |  |  | | --- | --- | | B. | blog |  |  |  | | --- | --- | | C. | hyperlink |  |  |  | | --- | --- | | D. | microblog | |

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| 20. | Moving text, graphics, or interactive features on a web page are called \_\_\_\_\_\_\_.      |  |  | | --- | --- | | A. | WYSIWYGs |  |  |  | | --- | --- | | B. | flash |  |  |  | | --- | --- | | C. | animations |  |  |  | | --- | --- | | D. | HTML | |

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| 21. | Add-on programs for a variety of mobile devices including smartphones and tablets.      |  |  | | --- | --- | | A. | Clouds |  |  |  | | --- | --- | | B. | Utilities |  |  |  | | --- | --- | | C. | QR codes |  |  |  | | --- | --- | | D. | Mobile apps | |

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| 22. | These apps allow mobile devices to use their digital cameras to scan special codes.      |  |  | | --- | --- | | A. | QR code reader |  |  |  | | --- | --- | | B. | Code scanner |  |  |  | | --- | --- | | C. | Optical reader |  |  |  | | --- | --- | | D. | QR scanner | |

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| 23. | Graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and websites.      |  |  | | --- | --- | | A. | QR code reader |  |  |  | | --- | --- | | B. | QR codes |  |  |  | | --- | --- | | C. | Bar codes |  |  |  | | --- | --- | | D. | ISBN numbers | |

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| 24. | This is a website that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.      |  |  | | --- | --- | | A. | QR store |  |  |  | | --- | --- | | B. | Cloud |  |  |  | | --- | --- | | C. | App store |  |  |  | | --- | --- | | D. | Mobile store | |

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| 25. | Which of the following is not a popular cloud suite or online office suite?      |  |  | | --- | --- | | A. | Google Docs |  |  |  | | --- | --- | | B. | Zoho |  |  |  | | --- | --- | | C. | Microsoft Office Web Apps |  |  |  | | --- | --- | | D. | Lotus Symphony | |

**True / False Questions**

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| 26. | System software can be described as end-user software and is used to accomplish a variety of tasks.    True    False |

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| 27. | Application software includes general-purpose applications, specialized applications, and mobile apps.    True    False |

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| 28. | Microsoft Access is an example of general-purpose application software.    True    False |

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| 29. | A window is a rectangular area that can contain a document, a program, or a message.    True    False |

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| 30. | Microsoft Office uses an interface with traditional menus and toolbars.    True    False |

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| 31. | In a Ribbon GUI, a gallery displays the alternative choices.    True    False |

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| 32. | In a Ribbon GUI, tabs are used to divide the ribbon into major activity areas.    True    False |

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| 33. | Microsoft Word cannot be used to create personalized web pages.    True    False |

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| 34. | Microsoft Word can identify incomplete sentences, awkward wording, and incorrect punctuation.    True    False |

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| 35. | Functions, formulas, charts and what-if analysis are common features of database management systems.    True    False |

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| 36. | The last worksheet in a workbook is often a summary of the preceding worksheets.    True    False |

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| 37. | What-if analysis is a very powerful and simple tool to test the effects of different assumptions in a spreadsheet.    True    False |

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| 38. | A database is a collection of related data.    True    False |

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| 39. | In a database, primary keys are often used to link tables.    True    False |

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| 40. | Each table in a database is made up of rows, called fields.    True    False |

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| 41. | Presentation graphics software is an excellent tool to communicate a message and to persuade people.    True    False |

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| 42. | Desktop publishing programs focus on page design and layout and provide greater flexibility for this than word processors.    True    False |

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| 43. | Image editors are used to create and edit vector images.    True    False |

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| 44. | Illustration programs are specialized graphics programs for editing bitmap or raster images.    True    False |

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| 45. | Web authoring programs are used to create sophisticated commercial websites.    True    False |

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| 46. | QR codes are graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and websites.    True    False |

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| 47. | Cloud suites are stored on your hard drive and are available anywhere you can access the Internet.    True    False |

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| 48. | Many apps are written for a particular type of mobile device and will not run on other types.    True    False |

**Fill in the Blank Questions**

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| 49. | As opposed to general-purpose applications which are widely used in nearly every discipline, \_\_\_\_\_\_\_ applications are more narrowly focused.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 50. | \_\_\_\_\_\_\_ software is end-user software designed to accomplish a variety of different tasks.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 51. | In a Ribbon GUI, \_\_\_\_\_\_\_ are used to divide the ribbon into major activity areas.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 52. | \_\_\_\_\_\_\_ are used to create text-based documents.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 53. | \_\_\_\_\_\_\_ organize, analyze, and graph numeric data such as budgets and financial reports.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 54. | A(n) \_\_\_\_\_\_\_ is a collection of related data—the electronic equivalent of a file cabinet.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 55. | \_\_\_\_\_\_\_ make up the basic structure of a relational database with columns containing field data and rows containing record information.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 56. | \_\_\_\_\_\_\_ are programs that combine a variety of visual objects to create attractive, visually interesting presentations.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 57. | \_\_\_\_\_\_\_ programs allow you to mix text and graphics to create publications of professional quality.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 58. | In an image editor, photographs consist of thousands of dots or \_\_\_\_\_\_\_ that form images.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 59. | \_\_\_\_\_\_\_ images are made up of geometric shapes or objects.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 60. | Creating a website is called web \_\_\_\_\_\_\_.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 61. | \_\_\_\_\_\_\_ apps are add-on programs for a variety of mobile devices including smartphones and tablets.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 62. | A(n) \_\_\_\_\_\_\_ store is typically a website that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 63. | Office suites are also known as \_\_\_\_\_\_\_ suites.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 64. | Cloud suites are stored at a(n) \_\_\_\_\_\_\_ on the Internet, rather than on your microcomputer.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Essay Questions**

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| 65. | What is the difference between system software and application software? |

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| 66. | Describe a graphical user interface and the Ribbon GUI. |

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| 67. | List the four types of general-purpose applications, describe what each application is used for, and give an example of each. |

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| 68. | Describe graphics programs, including desktop publishing programs, image editors, illustration programs, and image galleries. |

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| 69. | Describe mobile apps and QR code readers. |

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| 70. | Discuss the advantages and disadvantages of cloud suites or online office suites. |

Chapter 03 Application Software Answer Key

**Multiple Choice Questions**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. *(p. 60)* | This type of software works with end users, application software, and computer hardware to handle the majority of technical details.      |  |  | | --- | --- | | A. | Communications |  |  |  | | --- | --- | | B. | Application |  |  |  | | --- | --- | | C. | Utility |  |  |  | | --- | --- | | **D.** | System | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 2. *(p. 60)* | This type of software can be described as end user software and is used to accomplish a variety of tasks.      |  |  | | --- | --- | | A. | Communications |  |  |  | | --- | --- | | **B.** | Application |  |  |  | | --- | --- | | C. | Utility |  |  |  | | --- | --- | | D. | System | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 3. *(p. 60)* | \_\_\_\_\_\_\_ provide additional information and request user input.      |  |  | | --- | --- | | **A.** | Dialog boxes |  |  |  | | --- | --- | | B. | Windows |  |  |  | | --- | --- | | C. | Toolbars |  |  |  | | --- | --- | | D. | Ribbons | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 4. *(p. 60)* | Most applications use a(n) \_\_\_\_\_\_\_ that displays graphical elements called icons to represent familiar objects.      |  |  | | --- | --- | | A. | integrated package |  |  |  | | --- | --- | | B. | dialog box |  |  |  | | --- | --- | | **C.** | graphical user interface |  |  |  | | --- | --- | | D. | menu button | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 5. *(p. 60)* | General-purpose applications include all of the following except:      |  |  | | --- | --- | | **A.** | web authoring |  |  |  | | --- | --- | | B. | word processors |  |  |  | | --- | --- | | C. | spreadsheets |  |  |  | | --- | --- | | D. | database management systems | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Analyze Difficulty: 2 Medium Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 6. *(p. 61)* | This GUI includes tabs, groups and galleries.      |  |  | | --- | --- | | A. | Character-based |  |  |  | | --- | --- | | **B.** | Ribbon |  |  |  | | --- | --- | | C. | Contextual |  |  |  | | --- | --- | | D. | Dialog | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 7. *(p. 61)* | These organize commonly used commands into a set of tabs.      |  |  | | --- | --- | | A. | Buttons |  |  |  | | --- | --- | | B. | Galleries |  |  |  | | --- | --- | | **C.** | Ribbons |  |  |  | | --- | --- | | D. | Contextual tabs | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 8. *(p. 62)* | To create documents that consist primarily of text, you need this software.      |  |  | | --- | --- | | A. | Presentation graphics |  |  |  | | --- | --- | | **B.** | Word processor |  |  |  | | --- | --- | | C. | Spreadsheet |  |  |  | | --- | --- | | D. | Database management | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 9. *(p. 62)* | Which would be the most appropriate type of application to create, analyze and forecast budgets?      |  |  | | --- | --- | | A. | DBMS |  |  |  | | --- | --- | | B. | Word processor |  |  |  | | --- | --- | | **C.** | Spreadsheet |  |  |  | | --- | --- | | D. | Presentation graphics | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Analyze Difficulty: 2 Medium Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 10. *(p. 68)* | The electronic equivalent of a file cabinet is a \_\_\_\_\_\_\_.      |  |  | | --- | --- | | **A.** | database |  |  |  | | --- | --- | | B. | word processor |  |  |  | | --- | --- | | C. | spreadsheet |  |  |  | | --- | --- | | D. | query | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 11. *(p. 65)* | Programs that combine a variety of visual objects to create attractive, visually interesting presentations are called:      |  |  | | --- | --- | | A. | graphs |  |  |  | | --- | --- | | **B.** | presentation graphics |  |  |  | | --- | --- | | C. | diagrams |  |  |  | | --- | --- | | D. | charts | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 12. *(p. 68)* | Programs that allow you to mix text and graphics and focus on flexible page design and layout.      |  |  | | --- | --- | | A. | Databases |  |  |  | | --- | --- | | **B.** | Desktop publishing |  |  |  | | --- | --- | | C. | Word processors |  |  |  | | --- | --- | | D. | Image galleries | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 13. *(p. 68)* | These are specialized graphics programs for editing or modifying digital photographs.      |  |  | | --- | --- | | **A.** | Image editors |  |  |  | | --- | --- | | B. | Desktop publishing |  |  |  | | --- | --- | | C. | Presentation graphics |  |  |  | | --- | --- | | D. | Illustrations | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 14. *(p. 68)* | Image editors edit images consisting of thousands of pixels that form this type of image.      |  |  | | --- | --- | | A. | Vector |  |  |  | | --- | --- | | **B.** | Bitmap |  |  |  | | --- | --- | | C. | Object |  |  |  | | --- | --- | | D. | Electronic | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 15. *(p. 70)* | This type of image is made up of geometric shapes or objects.      |  |  | | --- | --- | | A. | Raster |  |  |  | | --- | --- | | B. | Bitmap |  |  |  | | --- | --- | | **C.** | Vector |  |  |  | | --- | --- | | D. | Pixel | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 16. *(p. 70)* | These programs are used to create and edit vector images.      |  |  | | --- | --- | | **A.** | Illustration programs |  |  |  | | --- | --- | | B. | Photo editors |  |  |  | | --- | --- | | C. | Presentation graphics |  |  |  | | --- | --- | | D. | Image galleries | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 17. *(p. 70)* | A library of electronic images is called a(n) \_\_\_\_\_\_\_.      |  |  | | --- | --- | | A. | database |  |  |  | | --- | --- | | B. | vector library |  |  |  | | --- | --- | | C. | bitmap gallery |  |  |  | | --- | --- | | **D.** | image gallery | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 18. *(p. 71)* | Which of the following programs would be used to create a website?      |  |  | | --- | --- | | A. | Image editor |  |  |  | | --- | --- | | B. | Illustration |  |  |  | | --- | --- | | C. | Desktop publishing |  |  |  | | --- | --- | | **D.** | Web authoring | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 19. *(p. 71)* | The content of a website is broken down into a series of related pieces of information which is represented in a \_\_\_\_\_\_\_.      |  |  | | --- | --- | | **A.** | graphical site map |  |  |  | | --- | --- | | B. | blog |  |  |  | | --- | --- | | C. | hyperlink |  |  |  | | --- | --- | | D. | microblog | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 20. *(p. 71)* | Moving text, graphics, or interactive features on a web page are called \_\_\_\_\_\_\_.      |  |  | | --- | --- | | A. | WYSIWYGs |  |  |  | | --- | --- | | B. | flash |  |  |  | | --- | --- | | **C.** | animations |  |  |  | | --- | --- | | D. | HTML | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 21. *(p. 72)* | Add-on programs for a variety of mobile devices including smartphones and tablets.      |  |  | | --- | --- | | A. | Clouds |  |  |  | | --- | --- | | B. | Utilities |  |  |  | | --- | --- | | C. | QR codes |  |  |  | | --- | --- | | **D.** | Mobile apps | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| 22. *(p. 74)* | These apps allow mobile devices to use their digital cameras to scan special codes.      |  |  | | --- | --- | | **A.** | QR code reader |  |  |  | | --- | --- | | B. | Code scanner |  |  |  | | --- | --- | | C. | Optical reader |  |  |  | | --- | --- | | D. | QR scanner | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 2 Medium Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| 23. *(p. 74)* | Graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and websites.      |  |  | | --- | --- | | A. | QR code reader |  |  |  | | --- | --- | | **B.** | QR codes |  |  |  | | --- | --- | | C. | Bar codes |  |  |  | | --- | --- | | D. | ISBN numbers | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 24. *(p. 74)* | This is a website that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.      |  |  | | --- | --- | | A. | QR store |  |  |  | | --- | --- | | B. | Cloud |  |  |  | | --- | --- | | **C.** | App store |  |  |  | | --- | --- | | D. | Mobile store | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| 25. *(p. 75)* | Which of the following is not a popular cloud suite or online office suite?      |  |  | | --- | --- | | A. | Google Docs |  |  |  | | --- | --- | | B. | Zoho |  |  |  | | --- | --- | | C. | Microsoft Office Web Apps |  |  |  | | --- | --- | | **D.** | Lotus Symphony | |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Analyze Difficulty: 2 Medium Learning Outcome: 03-06 Identify software suites Topic: Software Suites* |

**True / False Questions**

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| 26. *(p. 60)* | System software can be described as end-user software and is used to accomplish a variety of tasks.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 27. *(p. 60)* | Application software includes general-purpose applications, specialized applications, and mobile apps.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 28. *(p. 68)* | Microsoft Access is an example of general-purpose application software.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Apply Difficulty: 2 Medium Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 29. *(p. 60)* | A window is a rectangular area that can contain a document, a program, or a message.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 30. *(p. 61)* | Microsoft Office uses an interface with traditional menus and toolbars.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Apply Difficulty: 2 Medium Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 31. *(p. 61)* | In a Ribbon GUI, a gallery displays the alternative choices.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 32. *(p. 61)* | In a Ribbon GUI, tabs are used to divide the ribbon into major activity areas.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 33. *(p. 72)* | Microsoft Word cannot be used to create personalized web pages.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-03 Identify specialized applications Topic: Specialized Applications* |

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| 34. *(p. 63)* | Microsoft Word can identify incomplete sentences, awkward wording, and incorrect punctuation.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 2 Medium Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 35. *(p. 65-66)* | Functions, formulas, charts and what-if analysis are common features of database management systems.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Analyze Difficulty: 3 Hard Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 36. *(p. 66)* | The last worksheet in a workbook is often a summary of the preceding worksheets.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 37. *(p. 66)* | What-if analysis is a very powerful and simple tool to test the effects of different assumptions in a spreadsheet.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 38. *(p. 68)* | A database is a collection of related data.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 39. *(p. 69)* | In a database, primary keys are often used to link tables.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 2 Medium Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 40. *(p. 69)* | Each table in a database is made up of rows, called fields.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Analyze Difficulty: 3 Hard Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 41. *(p. 65)* | Presentation graphics software is an excellent tool to communicate a message and to persuade people.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 42. *(p. 68)* | Desktop publishing programs focus on page design and layout and provide greater flexibility for this than word processors.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 43. *(p. 68)* | Image editors are used to create and edit vector images.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 44. *(p. 70)* | Illustration programs are specialized graphics programs for editing bitmap or raster images.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 45. *(p. 72)* | Web authoring programs are used to create sophisticated commercial websites.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 46. *(p. 74)* | QR codes are graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and websites.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| 47. *(p. 75)* | Cloud suites are stored on your hard drive and are available anywhere you can access the Internet.    **FALSE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-07 Describe office suites, cloud suites, specialized suites, and utility suites Topic: Software Suites* |

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| 48. *(p. 74)* | Many apps are written for a particular type of mobile device and will not run on other types.    **TRUE** |

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| *AACSB: Technology Accessibility: Keyboard Navigation Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

**Fill in the Blank Questions**

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| 49. *(p. 60)* | As opposed to general-purpose applications which are widely used in nearly every discipline, \_\_\_\_\_\_\_ applications are more narrowly focused.    **specialized** |

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| *AACSB: Technology Blooms: Apply Difficulty: 2 Medium Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 50. *(p. 60)* | \_\_\_\_\_\_\_ software is end-user software designed to accomplish a variety of different tasks.    **Application** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 51. *(p. 61)* | In a Ribbon GUI, \_\_\_\_\_\_\_ are used to divide the ribbon into major activity areas.    **tabs** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 52. *(p. 61)* | \_\_\_\_\_\_\_ are used to create text-based documents.    **Word processors** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 53. *(p. 62)* | \_\_\_\_\_\_\_ organize, analyze, and graph numeric data such as budgets and financial reports.    **Spreadsheets** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 54. *(p. 68)* | A(n) \_\_\_\_\_\_\_ is a collection of related data—the electronic equivalent of a file cabinet.    **database** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 55. *(p. 68)* | \_\_\_\_\_\_\_ make up the basic structure of a relational database with columns containing field data and rows containing record information.    **Tables** |

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| *AACSB: Technology Blooms: Understand Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 56. *(p. 65)* | \_\_\_\_\_\_\_ are programs that combine a variety of visual objects to create attractive, visually interesting presentations.    **Presentation graphics** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 57. *(p. 68)* | \_\_\_\_\_\_\_ programs allow you to mix text and graphics to create publications of professional quality.    **Desktop publishing** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 58. *(p. 68)* | In an image editor, photographs consist of thousands of dots or \_\_\_\_\_\_\_ that form images.    **pixels** |

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| *AACSB: Technology Blooms: Remember Difficulty: 2 Medium Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 59. *(p. 70)* | \_\_\_\_\_\_\_ images are made up of geometric shapes or objects.    **Vector** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 60. *(p. 71)* | Creating a website is called web \_\_\_\_\_\_\_.    **authoring** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 61. *(p. 72)* | \_\_\_\_\_\_\_ apps are add-on programs for a variety of mobile devices including smartphones and tablets.    **Mobile** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| 62. *(p. 74)* | A(n) \_\_\_\_\_\_\_ store is typically a website that provides access to specific mobile apps that can be downloaded either for a nominal fee or free of charge.    **app** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| 63. *(p. 75)* | Office suites are also known as \_\_\_\_\_\_\_ suites.    **productivity** |

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| *AACSB: Technology Blooms: Remember Difficulty: 1 Easy Learning Outcome: 03-07 Describe office suites, cloud suites, specialized suites, and utility suites Topic: Software Suites* |

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| 64. *(p. 75)* | Cloud suites are stored at a(n) \_\_\_\_\_\_\_ on the Internet, rather than on your microcomputer.    **server** |

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| *AACSB: Technology Blooms: Remember Difficulty: 2 Medium Learning Outcome: 03-07 Describe office suites, cloud suites, specialized suites, and utility suites Topic: Software Suites* |

**Essay Questions**

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| 65. *(p. 60)* | What is the difference between system software and application software?     System software works with end users, application software, and computer hardware to handle the majority of technical details. Application software can be described as end user software designed to accomplish a variety of different tasks. |

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| *AACSB: Analytic AACSB: Reflective Thinking AACSB: Technology Blooms: Analyze Difficulty: 2 Medium Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 66. *(p. 60-61)* | Describe a graphical user interface and the Ribbon GUI.     A user interface is the portion of the application that allows you to control and to interact with the program. Almost all applications use a graphical user interface (GUI) that displays graphical elements called icons to represent familiar objects. The mouse controls a pointer on the screen that is used to select items such as icons. Another feature is the use of windows to display information. A window is simply a rectangular area that can contain a document, program, or message. Many Microsoft and other applications use an interface known as the Ribbon GUI to make it easier to find and use all the features of an application, this GUI uses a system of ribbons, tabs, and galleries. Ribbons replace menus and toolbars by organizing commonly used commands into a set of tabs. These tabs display command buttons that are the most relevant to the tasks being performed by the user. Galleries simplify the process of making a selection from a list of alternatives. |

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| *AACSB: Reflective Thinking AACSB: Technology Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-01 Identify general-purpose applications Topic: Application Software* |

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| 67. *(p. 62, 65, 67-68)* | List the four types of general-purpose applications, describe what each application is used for, and give an example of each.     The four general-purpose applications are word processors, spreadsheets, database management systems, and presentation graphics. Word Processors are used to create text-based documents such as letters, memos, faxes, and reports. Microsoft Word is the most widely used word processor. Spreadsheet programs organize, analyze, and graph numeric data such as budgets and financial reports. The most widely used spreadsheet program is Microsoft Excel. A database management system is a program that sets up, or structures, a database. It also provides tools to enter, edit, and retrieve data from the database. Microsoft Access is one of the most widely used database management systems designed for PCs. Presentation graphics are programs that combine a variety of visual objects to create attractive, visually interesting presentations. Microsoft PowerPoint is an example of a widely used presentation graphics program. |

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| *AACSB: Reflective Thinking AACSB: Technology Blooms: Apply Difficulty: 2 Medium Learning Outcome: 03-02 Describe word processors, spreadsheets, presentation programs, and database management systems Topic: General-Purpose Applications* |

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| 68. *(p. 68, 70)* | Describe graphics programs, including desktop publishing programs, image editors, illustration programs, and image galleries.     Desktop publishing programs, or page layout programs, allow you to mix text and graphics to create publications of professional quality. Professional graphic artists use desktop publishing programs to create documents such as brochures, newsletters, newspapers, and textbooks. Image editors, also known as photo editors, are specialized graphics programs for editing or modifying digital photographs. They are often used to touch up photographs to remove scratches and other imperfections. The photographs consist of thousands of dots or pixels that form images often referred to as bitmap or raster images. Illustration programs, also known as drawing programs, are used to create and edit vector images. While bitmap images use pixels to represent images, vector images, also known as vector illustrations, use geometric shapes or objects. These objects are created by connecting lines and curves. Because these objects can be defined by mathematical equations, they can be rapidly and easily resized, colored, textured, and manipulated. Image galleries are libraries of electronic images. These images are used for a wide variety of applications from illustrating textbooks to providing visual interest to presentations. |

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| *AACSB: Reflective Thinking AACSB: Technology Blooms: Apply Difficulty: 3 Hard Learning Outcome: 03-04 Describe graphics programs, web authoring programs, and other specialized professional applications Topic: Specialized Applications* |

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| 69. *(p. 72-74)* | Describe mobile apps and QR code readers.     Mobile apps, or mobile applications, are add-on programs for a variety of mobile devices including smartphones and tablets. Sometimes referred to simply as apps, mobile apps have been widely used for years. The traditional applications include address books, to-do lists, alarms, and message lists. With the introduction of smartphones, tablets, and wireless connections to the Internet, mobile capabilities have exploded. One of the fastest growing apps is QR code readers. These readers allow mobile devices to use their digital cameras to scan QR codes. QR codes, also known as quick response codes, are graphics that typically appear as black and white boxes that automatically link mobile devices to a variety of different content including games, text, videos, and websites. You likely have seen QR codes in magazines, newspapers, and even in books. |

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| *AACSB: Reflective Thinking AACSB: Technology Blooms: Understand Difficulty: 2 Medium Learning Outcome: 03-05 Describe mobile apps and app stores Topic: Mobile Apps* |

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| 70. *(p. 75)* | Discuss the advantages and disadvantages of cloud suites or online office suites.  Online office suites are stored online and are available anywhere you can access the Internet. Documents created using online applications can also be stored online, making it easy to share documents and collaborate with others. One downside to cloud applications is that you are dependent on the server providing the application to be available whenever you need it. For this reason, when using online applications, it is important to have backup copies of your documents on your computer and to have a desktop office application available to use. |

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| *AACSB: Reflective Thinking AACSB: Technology Blooms: Analyze Difficulty: 2 Medium Learning Outcome: 03-07 Describe office suites, cloud suites, specialized suites, and utility suites Topic: Software Suites* |