True/False Questions

T F 1. Information technology (IT) is any computer-based tool that people use to work with information and support the information and information-processing needs of an organization.
   Answer: True   Level: Easy   Page: 349

T F 2. RAM, or random access memory, is permanent storage that holds the information you're working with, the application software you're using, and the operating system software you're using.
   Answer: False   Level: Medium   Page: 351

T F 3. An output device is a tool you use to store information for use at a later time.
   Answer: False   Level: Easy   Page: 351

T F 4. Application software is the software that enables you to solve specific problems or perform specific tasks.
   Answer: True   Level: Easy   Page: 351

T F 5. A desktop computer is a fully functional computer designed for you to carry around and run on battery power.
   Answer: False   Level: Easy   Page: 353

T F 6. A mainframe computer is designed to meet the computing needs of several people simultaneously in a small to medium-size business environment.
   Answer: False   Level: Easy   Page: 353

T F 7. Uninstaller software is utility software that you can use to remove software from your hard disk that you no longer want.
   Answer: True   Level: Easy   Page: 360

T F 8. Uninstaller software organizes your information on your hard disk in the most efficient way.
   Answer: False   Level: Easy   Page: 360

T F 9. Today's most popular input technology is a mouse.
   Answer: False   Level: Easy   Page: 362
T  F  10.  A byte is the smallest unit of information that your computer can process.
Answer: False  Level: Medium  Page: 361

T  F  11.  A trackball is an output device.
Answer: False  Level: Easy  Page: 362

T  F  12.  The larger the number of pixels on a computer screen the clearer and crisper the screen
images are displayed.
Answer: True  Level: Easy  Page: 365

T  F  13.  Resolution of a printer is the number of dots per inch it produces.
Answer: True  Level: Medium  Page: 365

T  F  14.  An IrDA port is for wireless devices that work in a completely different way than the
remote control to your TV does.
Answer: False  Level: Hard  Page: 373

T  F  15.  A gigabyte (GB or Gig) is roughly 1 trillion bytes.
Answer: False  Level: Easy  Page: 367

T  F  16.  The physical devices that make up a computer (computer system) are known as hardware.
Answer: True  Level: Easy  Page: 350

T  F  17.  With the advent of the Internet and wireless networks, storage devices are becoming
unnecessary.
Answer: False  Level: Medium  Page: 351

T  F  18.  Telecommunications devices permit users to send and receive information from another
person or location.
Answer: True  Level: Easy  Page: 351

T  F  19.  Software is the set of instructions that your hardware executes to carry out a specific task.
Answer: True  Level: Easy  Page: 350

T  F  20.  A tablet PC is just a giant PDA, and cannot perform the same tasks as a traditional laptop or
desktop PC.
Answer: False  Level: Medium  Page: 352
T F 21. Minicomputers are commonly used as calendars and address books. These "mini" computers are small enough to carry around in your pocket, and use batteries for power.
   Answer: False   Level: Medium   Page: 355

T F 22. Multitasking allows you to work with more than one piece of software at a time.
   Answer: True   Level: Easy   Page: 358

T F 23. A binary digit, or bit, is the largest piece of information that a computer can process.
   Answer: False   Level: Medium   Page: 361

T F 24. A bit represents an on/off state, or a 0/1 state.
   Answer: True   Level: Medium   Page: 361

T F 25. ASCII is an abbreviation for the American Standard Convention for Intelligent Interchange.
   Answer: False   Level: Medium   Page: 361

T F 26. Joysticks are commonly used input devices in most business settings.
   Answer: False   Level: Easy   Page: 362

T F 27. A gaming wheel consists of a steering wheel and foot pedals.
   Answer: True   Level: Medium   Page: 362

T F 28. An image scanner is used to capture human physical attributes.
   Answer: False   Level: Medium   Page: 363

T F 29. Biometric scanners are used to detect illnesses.
   Answer: False   Level: Easy   Page: 363

T F 30. Microphones are used to capture video into electronic form.
   Answer: False   Level: Easy   Page: 363

T F 31. Microphones are connected directly to webcams using firewire and flash memory cards.
   Answer: False   Level: Medium   Page: 363

T F 32. Given two monitors with equal quoted size (ie 19"), a CRT has a larger viewable image size than a flat panel display.
   Answer: False   Level: Hard   Page: 365
T  F  33. Inkjet printers make images in black and white only.
Answer: False   Level: Medium   Page: 365

T  F  34. Printers with lower resolution are better than those with higher resolution.
Answer: False   Level: Easy   Page: 365

T  F  35. Laser printers only produce black and white images.
Answer: False   Level: Easy   Page: 366

T  F  36. Zip disks are an inexpensive form of optical storage.
Answer: False   Level: Easy   Page: 367

T  F  37. Flash memory devices are usually small enough to fit on your keyring.
Answer: True   Level: Easy   Page: 368

T  F  38. The CPU cache is a type of memory on the CPU.
Answer: True   Level: Medium   Page: 370

T  F  39. Processing instructions from RAM is faster than processing instructions stored in the CPU cache.
Answer: False   Level: Medium   Page: 370

T  F  40. The CPU clock runs at half the speed of a machine cycle.
Answer: False   Level: Hard   Page: 371

T  F  41. A CPU uses more power when running at higher speeds.
Answer: True   Level: Medium   Page: 371

T  F  42. Items connected to a USB port can never be hot swapped.
Answer: False   Level: Medium   Page: 372

T  F  43. A firewire port can support up to 53 daisy-chained devices.
Answer: False   Level: Hard   Page: 372

T  F  44. Firewire is also called WiFi.
Answer: False   Level: Medium   Page: 372

T  F  45. The Mac OS is more widely used than Windows XP.
Answer: False   Level: Easy   Page: 356
Multiple Choice Questions

46. What is a tool you use to capture information and commands?
   A) Input device
   B) Output device
   C) Storage device
   D) Telecommunications device
   Answer: A   Level: Easy   Page: 351

47. What is a tool you use to see, hear, or otherwise accept the results of your information-processing requests?
   A) Input device
   B) Output device
   C) Storage device
   D) Telecommunications device
   Answer: B   Level: Easy   Page: 351

48. What is a tool you use to store information for use at a later time?
   A) Input device
   B) Output device
   C) Storage device
   D) Telecommunications device
   Answer: C   Level: Easy   Page: 352

49. What is a tool you use to send information to and receive it from another person or location?
   A) Input device
   B) Output device
   C) Storage device
   D) Telecommunications device
   Answer: D   Level: Easy   Page: 352

50. What devices include such things as parallel ports into which you would connect a printer and connector cords to connect your printer to the parallel port?
   A) Input device
   B) Output device
   C) Storage device
   D) None of the above
   Answer: D   Level: Hard   Page: 352

51. Which type of software enables you to solve specific problems or perform specific tasks?
   A) System software
   B) Operating system software
   C) Utility software
   D) Application software
   Answer: D   Level: Easy   Page: 351
52. Which type of software handles tasks specific to technology management and coordinates the interaction of all technology devices?
   A) System software
   B) Operating system software
   C) Utility software
   D) Application software
   Answer: A   Level: Easy   Page: 352

53. Which type of software controls your application software and manages how your hardware devices work together?
   A) System software
   B) Operating system software
   C) Utility software
   D) Application software
   Answer: B   Level: Easy   Page: 352

54. Which type of software provides additional functionality to your operating system?
   A) System software
   B) Operating system software
   C) Application software
   D) None of the above
   Answer: D   Level: Medium   Page: 352

55. Which computer is designed to fulfill all personal computing needs but is also designed to be portable?
   A) PDA
   B) Notebook computer
   C) Desktop computer
   D) None of the above
   Answer: B   Level: Easy   Page: 353

56. Which computer is a small hand-held device that helps you surf the Web and perform simple tasks?
   A) PDA
   B) Notebook computer
   C) Desktop computer
   D) None of the above
   Answer: A   Level: Easy   Page: 352

57. Which computer is the most popular choice for personal computing needs?
   A) PDA
   B) Notebook computer
   C) Desktop computer
   D) None of the above
   Answer: C   Level: Easy   Page: 353
58. Which computer is designed to meet the computing needs of several people simultaneously in a small to medium-size business environment?
   A) Mainframe computer
   B) Minicomputer
   C) Supercomputer
   D) Desktop computer
   Answer: B   Level: Medium   Page: 355

59. Which computer is designed to meet the computing needs of hundreds of people in a large business environment?
   A) Mainframe computer
   B) Minicomputer
   C) Supercomputer
   D) Desktop computer
   Answer: A   Level: Medium   Page: 355

60. Which computer is the fastest, most powerful, and most expensive type of computer?
   A) Mainframe computer
   B) Minicomputer
   C) Supercomputer
   D) Desktop computer
   Answer: C   Level: Medium   Page: 355

61. Which computer offers both a horizontal and vertical system box?
   A) Mainframe computer
   B) Minicomputer
   C) Supercomputer
   D) Desktop computer
   Answer: D   Level: Medium   Page: 352

62. Which type of personal productivity software is Microsoft Money?
   A) Word processing
   B) Spreadsheet
   C) Presentation
   D) Personal finance
   Answer: D   Level: Easy   Page: 356

63. Which of the following is a type of application software?
   A) Microsoft Windows XP
   B) Microsoft Word
   C) Mac OS
   D) Linux
   Answer: B   Level: Medium   Page: 356
64. Which of the following is a type of system software?
   A) Microsoft Word
   B) Microsoft Excel
   C) Microsoft Access
   D) None of the above
   Answer: D   Level: Medium   Page: 356

65. What type of application software is unique to a particular industry?
   A) Personal productivity software
   B) Vertical market software
   C) Horizontal market software
   D) None of the above
   Answer: B   Level: Medium   Page: 356

66. Which of the following is not a type of application software?
   A) Personal productivity software
   B) Vertical market software
   C) Horizontal market software
   D) None of the above
   Answer: D   Level: Medium   Page: 356

67. What type of application software helps you perform tasks?
   A) Word processing
   B) Spreadsheet
   C) Presentation
   D) All of the above
   Answer: D   Level: Easy   Page: 356

68. What type of software is a screen saver?
   A) Operating system software
   B) Utility software
   C) Anti-virus software
   D) Disk optimization software
   Answer: B   Level: Hard   Page: 352

69. Which of the following is a type of input device?
   A) Keyboard
   B) POS
   C) OMR
   D) All of the above
   Answer: D   Level: Medium   Page: 362
70. What are two types of monitors?
   A) OMR and Flat-panel
   B) CRT and Flat-panel
   C) CRT and Flat-CRT
   D) None of the above
   Answer: B   Level: Medium   Page: 364

71. What is the distance between the centers of a pair of like-colored pixels?
   A) Resolution of a printer
   B) Dot pitch
   C) Resolution of a screen
   D) All of the above
   Answer: B   Level: Medium   Page: 365

72. Which term below is not associated with a monitor?
   A) Resolution of a screen
   B) Dot pitch
   C) Pixel
   D) Bus
   Answer: D   Level: Easy   Page: 365

73. What is the number of dots per inch?
   A) Resolution of a printer
   B) Dot pitch
   C) Resolution of a screen
   D) Pixel
   Answer: A   Level: Easy   Page: 365

74. Which of the following is not a type of printer?
   A) Inkjet printer
   B) Dot printer
   C) Laser printer
   D) Multifunction printer
   Answer: B   Level: Easy   Page: 366

75. What type of printer makes images by forcing ink droplets through nozzles?
   A) Inkjet printer
   B) Laser printer
   C) Multifunction printer
   D) All of the above
   Answer: A   Level: Easy   Page: 365
76. What type of printer would you purchase if you need a printer that could also scan and make copies?
   A) Inkjet printer
   B) Black/white laser printer
   C) Color laser printer
   D) Multifunction printer
   Answer: D   Level: Easy   Page: 366

77. What is the number of billions of CPU cycles per second?
   A) Gigahertz
   B) Megahertz
   C) Gigabyte
   D) Megabyte
   Answer: A   Level: Easy   Page: 370

78. What two primary parts are contained in a CPU?
   A) Control unit and logic unit
   B) Megabyte and gigabyte
   C) Megahertz and gigahertz
   D) Arithmetic/logic unit and control unit
   Answer: D   Level: Medium   Page: 370

79. What part of the CPU interprets software instructions and literally tells the other hardware devices what to do, based on the software instructions?
   A) Control unit
   B) RAM
   C) Speed
   D) Arithmetic/logic unit
   Answer: A   Level: Easy   Page: 370

80. What part of the CPU performs all arithmetic operations and all logic operations?
   A) Control unit
   B) RAM
   C) Speed
   D) Arithmetic logic unit
   Answer: D   Level: Easy   Page: 370

81. Which of the following represents how RAM capacity is expressed?
   A) Megahertz
   B) Gigahertz
   C) Megabytes
   D) All of the above
   Answer: C   Level: Easy   Page: 367
82. What is roughly one million bytes?
A) Bit
B) Megabyte
C) Gigabyte
D) Terabyte
Answer: B  Level: Medium  Page: 367

83. What is approximately a trillion bytes?
A) Bit
B) Megabyte
C) Gigabyte
D) Terabyte
Answer: D  Level: Easy  Page: 367

84. What is an optical or laser disc that offers no updating capabilities with upward of 17GB of storage capacity?
A) Floppy disk
B) Hard disk
C) CD-ROM
D) DVD-ROM
Answer: D  Level: Medium  Page: 368

85. What is an optical or laser disk that offers no updating capabilities with about 800MB of storage capacity?
A) Floppy disk
B) Hard disk
C) CD-ROM
D) DVD-ROM
Answer: C  Level: Medium  Page: 368

86. What uses electronic pathways to move information between basic components on the motherboard, including between CPU and RAM?
A) System bus
B) Expansion slot
C) Expansion card
D) Expansion bus
Answer: A  Level: Hard  Page: 370

87. Which of the following is a circuit board that you insert into an expansion slot?
A) System bus
B) Expansion slot
C) Expansion card
D) Expansion bus
Answer: C  Level: Easy  Page: 374
88. What moves information from your CPU and RAM to all of your other hardware devices such as your microphone and printer?
A) System bus
B) Expansion slot
C) Expansion card
D) Expansion bus
Answer: D   Level: Easy   Page: 374

89. What is a long skinny socket on the motherboard into which you insert an expansion card?
A) System bus
B) Expansion slot
C) Expansion card
D) Expansion bus
Answer: B   Level: Easy   Page: 374

90. All of the following are types of connectors, except:
A) USB
B) Serial connector
C) Parallel connector
D) System bus
Answer: D   Level: Easy   Page: 372

91. What type of connector is becoming the most popular means of connecting devices to a computer?
A) USB
B) Serial connector
C) Parallel connector
D) System bus
Answer: A   Level: Easy   Page: 372

92. What are the plug-ins found on the outside of your system box (usually in the back) into which you plug a connector?
A) USB
B) Ports
C) Expansion bus
D) System bus
Answer: B   Level: Easy   Page: 372

93. What is the wireless device that works in essentially the same way as the remote control on your TV?
A) USB
B) Ports
C) Expansion bus
D) IrDA ports
Answer: D   Level: Medium   Page: 373
94. Which type of input device captures images, photos, and artwork that already exists on paper?
   A) Touch screen
   B) Optical mark recognition
   C) Scanner
   D) None of the above
   Answer: C   Level: Easy   Page: 363

95. Which of the following is a type of application software?
   A) Payroll
   B) Word processing
   C) Project management
   D) All of the above
   Answer: D   Level: Medium   Page: 356

96. Which of the following is not a type of horizontal market software?
   A) Payroll software
   B) Inventory management software
   C) Human resource management software
   D) Nursing allocation software
   Answer: D   Level: Hard   Page: 357

97. Which of the following tasks can be handled by a PDA?
   A) Appointment scheduling
   B) Surf the Web
   C) Note taking
   D) All of the above
   Answer: D   Level: Easy   Page: 352

98. Which type of computer permits the user to write on the screen using a special pen or stylus?
   A) laptop
   B) desktop
   C) tablet PC
   D) mainframe
   Answer: C   Level: Medium   Page: 352

99. Which software helps you perform personal tasks?
   A) personal productivity
   B) spreadsheet
   C) word processing
   D) all of the above
   Answer: D   Level: Easy   Page: 355
100. Which software is used to create letters, papers, or other basic documents?
   A) personal productivity
   B) spreadsheet
   C) word processing
   D) database management system
   Answer: C  Level: Easy  Page: 356

101. Which software is used primarily with numbers to perform calculations and create graphs?
   A) personal productivity
   B) spreadsheet
   C) word processing
   D) database management system
   Answer: B  Level: Easy  Page: 356

102. Which software is used to create and edit electronic slides?
   A) personal finance
   B) graphics
   C) presentation
   D) web authoring
   Answer: C  Level: Easy  Page: 356

103. Which software includes design and formatting techniques to enhance the appearance of a document?
   A) personal productivity
   B) spreadsheet
   C) word processing
   D) desktop publishing
   Answer: D  Level: Easy  Page: 356

104. Which software helps you create and maintain to-do lists, calendars, and contacts?
   A) personal information management
   B) spreadsheet
   C) word processing
   D) database management system
   Answer: A  Level: Easy  Page: 356

105. Which software helps you maintain financial records?
   A) personal finance
   B) spreadsheet
   C) word processing
   D) database management system
   Answer: A  Level: Easy  Page: 356
106. Which software helps you design and develop web pages?
   A) personal productivity
   B) web authoring
   C) word processing
   D) database management system
   Answer: B  Level: Easy  Page: 356

107. Which software helps you create and edit photos and art?
   A) personal productivity
   B) spreadsheet
   C) word processing
   D) graphics
   Answer: D  Level: Easy  Page: 356

108. Which software helps you communicate with other people?
   A) personal productivity
   B) spreadsheet
   C) word processing
   D) none of the above
   Answer: D  Level: Easy  Page: 356

109. Which software helps you specify the logical organization for a database?
   A) personal productivity
   B) spreadsheet
   C) word processing
   D) database management system
   Answer: D  Level: Easy  Page: 356

110. Examples of horizontal market software include which of the following?
    A) inventory management
    B) payroll
    C) accounts receivable
    D) all of the above
    Answer: D  Level: Hard  Page: 357

111. Which type of utility software is used to organize information on your hard disk in the most efficient way?
    A) disk optimization
    B) virus protection
    C) disk defragmentation
    D) uninstaller
    Answer: A  Level: Hard  Page: 360
112. ASCII is a coding system that defines?
   A) what bits represent
   B) what bytes represent
   C) what megabytes represent
   D) what terabytes represent
   Answer: B   Level: Hard   Page: 361

113. Keyboards are most commonly used with which type of PC?
   A) PDAs and tablets
   B) PCs and laptops
   C) PCs and styluses
   D) joysticks and PCs
   Answer: B   Level: Easy   Page: 362

114. Which of the following describes different types of mice?
   A) mechanical
   B) optical
   C) wireless
   D) all of the above
   Answer: D   Level: Easy   Page: 362

115. Which of the following are pointing devices?
   A) keyboard
   B) trackball
   C) joystick
   D) paint can
   Answer: B   Level: Easy   Page: 362

116. Touchpads and pointing sticks are commonly found on what type of computer?
   A) laptop
   B) desktop
   C) PDA
   D) mainframe
   Answer: A   Level: Easy   Page: 362

117. Which of the following pointing devices would be used on a PDA?
   A) touchpad
   B) keyboard
   C) stylus
   D) trackball
   Answer: C   Level: Easy   Page: 362
118. Which of the following is not a game controller?
   A) gaming glove
   B) gamepad
   C) joystick
   D) keyboard
   Answer: D   Level: Easy   Page: 362

119. Which type of scanner is used to capture images, photos, and text that already exist on paper?
   A) image scanner
   B) bar code scanner
   C) optical mark scanner
   D) biometric scanner
   Answer: A   Level: Easy   Page: 363

120. Which type of scanner is used to detect the presence or absence of a mark?
   A) image scanner
   B) bar code scanner
   C) optical mark scanner
   D) biometric scanner
   Answer: C   Level: Medium   Page: 363

121. Which of the following devices is used to capture still images?
   A) webcam
   B) digital video camera
   C) digital still camera
   D) microphone
   Answer: C   Level: Medium   Page: 363

122. Which of the following is not a flat-panel display?
   A) liquid crystal display
   B) gas plasma display
   C) cathode ray tube display
   D) all of the above
   Answer: C   Level: Medium   Page: 364

123. Which magnetic storage device consists of one or more thin metal platters sealed inside the computer?
   A) Floppy disk
   B) Hard disk
   C) CD-ROM
   D) DVD-ROM
   Answer: B   Level: Easy   Page: 367
124. Which of the following is not a form of optical storage?
   A) CD-ROM
   B) CD-R
   C) DVD
   D) SD card
   Answer: D   Level: Hard   Page: 368

125. Which of the following can be written to repeatedly?
   A) CD-R
   B) DVD
   C) DVD-RW
   D) CD-ROM
   Answer: C   Level: Hard   Page: 368

126. Which of the following is a flash memory device?
   A) xD card
   B) SD card
   C) CF card
   D) none of the above
   Answer: D   Level: Hard   Page: 368

127. XD cards, SD cards, CF cards, MMC cards, SM cards, and memory sticks are all forms of?
   A) optical storage
   B) flash memory cards
   C) CPUs
   D) RAM
   Answer: B   Level: Medium   Page: 369

128. The CPU clock utilizes a small piece of which material?
   A) paper
   B) granite
   C) pie
   D) quartz
   Answer: D   Level: Easy   Page: 371

129. Hot swapping refers to:
   A) USB 2.0 features only
   B) connecting and disconnecting devices while the computer is still running
   C) automatically detecting new devices
   D) formatting new hard drives automatically
   Answer: B   Level: Medium   Page: 372
130. Which of the following ports are often used to connect keyboards and mice?
   A) parallel
   B) firewire
   C) input
   D) PS/2
   Answer: D  Level: Medium  Page: 372

131. Which of the following wireless connections is designed for short range connectivity of up to 30 feet?
   A) IRDA
   B) WiFi
   C) 802.11b
   D) Bluetooth
   Answer: D  Level: Medium  Page: 373

132. What is the typical range of a WiFi network?
   A) 30 feet
   B) 300 feet
   C) 3000 feet
   D) 30 yards
   Answer: B  Level: Medium  Page: 374

133. Which of the following is an expansion card typically used on a laptop computer?
   A) 802.11g
   B) PC Card
   C) SD card
   D) PC Rom
   Answer: B  Level: Easy  Page: 374

134. A PC card fits into what type of expansion slot?
   A) expansion bus
   B) expansion slot
   C) card slot
   D) card holder
   Answer: C  Level: Easy  Page: 374

135. Which of the following is not an operating system?
   A) Linux
   B) Linus
   C) Windows XP Home
   D) Windows XP Professional
   Answer: B  Level: Medium  Page: 352
Fill in the Blank Questions

136. The __________ is the actual hardware that interprets and executes the software instructions and coordinates how all the other hardware devices work together.
   Answer: Central processing unit (CPU)   Level: Easy   Page: 351

137. A(n) __________ is a fully functional computer designed for you to carry around and run on battery power.
   Answer: Notebook computer   Level: Easy   Page: 353

138. __________ software helps you save information if your system crashes and you're forced to turn it off and then back on again.
   Answer: Crash-proof software   Level: Easy   Page: 360

139. A(n) ________ is a tool you use to see, hear, or otherwise accept the results of your information-processing requests.
   Answer: Output device   Level: Easy   Page: 352

140. A(n)__________ is a tool you use to capture information and commands.
   Answer: Input device   Level: Easy   Page: 351

141. The __________ is the actual hardware that interprets and executes the software instructions and coordinates how all the other hardware devices work together.
   Answer: Central processing unit (CPU)   Level: Easy   Page: 351

142. ________ is the temporary storage that holds the information you're working with, the application software you're using, and the operating system software you're using.
   Answer: RAM   Level: Easy   Page: 351

143. ________ is the number of billions of CPU cycles per seconD)
   Answer: Gigahertz   Level: Easy   Page: 370

144. A(n)__________ is roughly 1 billion characters.
   Answer: Gigabyte   Level: Easy   Page: 367

145. The __________ interprets software instructions and literally tells the other hardware devices what to do, based on the software instructions.
   Answer: Control unit   Level: Easy   Page: 370
146. A(n)____________ is the wireless device that works in essentially the same way as the remote control on your TV.
   Answer: IrDA    Level: Medium   Page: 373

147. The physical devices that make up a computer (computer system) are known as ____________.
   Answer: Hardware    Level: Easy   Page: 350

148. ____________ is the set of instructions that your hardware executes to carry out a specific task.
   Answer: Software    Level: Easy   Page: 350

149. ____________ software provides additional functionality to your operating system.
   Answer: Utility    Level: Easy   Page: 352

150. ____________ helps you perform personal tasks.
   Answer: Personal productivity software    Level: Easy   Page: 355

151. ____________ software is used to create letters, papers, or other basic documents.
   Answer: Word processing    Level: Easy   Page: 356

152. ____________ software is used primarily with numbers to perform calculations and create graphs.
   Answer: Spreadsheet    Level: Easy   Page: 356

153. ____________ software is used to create and edit electronic slides.
   Answer: Presentation    Level: Easy   Page: 356

154. ____________ software includes design and formatting techniques to enhance the appearance of a document.
   Answer: Desktop publishing    Level: Easy   Page: 356

155. ____________ helps you create and maintain to-do lists, calendars, and contacts.
   Answer: Personal information management    Level: Easy   Page: 356

156. ____________ software helps you maintain financial records.
   Answer: Personal finance    Level: Easy   Page: 356

157. ____________ software helps you design and develop web pages.
   Answer: Web authoring    Level: Easy   Page: 356
158. __________ software helps you create and edit photos and art.
Answer: Graphics  Level: Easy  Page: 356

159. __________ software helps you communicate with other people.
Answer: Communications  Level: Easy  Page: 356

160. __________ software helps you specify the logical organization for a database.
Answer: Database management system  Level: Easy  Page: 356

161. __________ permits you to use multiple software packages at the same time.
Answer: Multitasking  Level: Medium  Page: 358

162. __________ is a form of software that organizes information in the most efficient way on your hard drive.
Answer: Disk optimization software  Level: Hard  Page: 360

163. A gamepad is an example of a __________.
Answer: Game controller  Level: Medium  Page: 362

164. Grocery stores and other similar businesses use __________ scanners during the check-out process, while other Point-of-Sale systems use __________ scanners.
Answer: Bar code, Optical character recognition  Level: Medium  Page: 362

165. A(n) __________ is used to capture digital video and upload it to the web.
Answer: Webcam  Level: Easy  Page: 362

166. __________ printers use the same type of electrostatic process as used in photocopiers.
Answer: Laser  Level: Medium  Page: 366

167. A(n) __________ is approximately a trillion bytes.
Answer: Terabyte  Level: Easy  Page: 367

168. __________ disks are available in 1, 2, or 5 gigabyte sizes.
Answer: Zip  Level: Easy  Page: 367

169. The __________ consists of electrical pathways that move information between basic motherboard components.
Answer: System bus  Level: Easy  Page: 370
170. A(n) __________ CPU can change speed and power consumption in response to different uses.
   Answer: Mobile   Level: Easy   Page: 371

171. A(n) __________ port is a serial port often used to connect keyboards or mice.
   Answer: PS/2   Level: Medium   Page: 372

172. __________ refers to a short-range radio wave connector.
   Answer: Bluetooth   Level: Medium   Page: 373