

Office Systems & Technology
Chapter 2 – C

1. I - Bar Code
 2. F - Cursor-control keys
 3. O - Function Keys
 4. N - Icon
 5. L - Keyboard
 6. H - Magnetic Cards
 7. P - Menus
 8. D - Microphone
 9. T - Mouse
 10. B - Optical Mark Recognition
 11. R - Optical Recognition
 12. K - Screen Prompts
 13. J - Smart Cards
 14. M - Source Data Automation
 15. Q - Stylus
 16. E - Touch-sensitive screen
 17. C - Trackball
 18. G - User Interface
 19. A - Visual Input
 20. S - Voice Input
- A. A camera is the computer's eyes. Effective for manufacturing inspection processes.
 - B. A pencil is used to make a mark in the predetermined grid.
 - C. A round ball that the user rotates to move the cursor.
 - D. Allows people to dictate into the computer.
 - E. Allows the person to point with their finger and touch a specific section of the monitor to activate a particular operation.
 - F. Arrows for up, down, left and right movement of the cursor.
 - G. Combination of hardware and software that makes data input easier.
 - H. Credit card or identification badge with a magnetic strip on one side.
 - I. Data are represented in a code by the widths and distances between bars.
 - J. Enhanced with a microprocessor chip embedded in the card.
 - K. Messages displayed on the screen to help the user while using an application.
 - L. Most common input device.
 - M. Objective of this is to input data with minimal human involvement.
 - N. Pictures that represent text.
 - O. Programmed to carry out specific operations.
 - P. Provides lists of processing options.
 - Q. Rubberized pen device common with PDAs.
 - R. Scans the data for input.
 - S. The human voice can be converted from analog to digital electronic impulses so the computer can process the data.
 - T. The most common pointing device used to move the cursor on the screen and select the option.