

Office Systems & Technology  
Chapter 2 – C

1. \_\_\_\_ Bar Code
2. \_\_\_\_ Cursor-control keys
3. \_\_\_\_ Function Keys
4. \_\_\_\_ Icon
5. \_\_\_\_ Keyboard
6. \_\_\_\_ Magnetic Cards
7. \_\_\_\_ Menus
8. \_\_\_\_ Microphone
9. \_\_\_\_ Mouse
10. \_\_\_\_ Optical Mark Recognition
11. \_\_\_\_ Optical Recognition
12. \_\_\_\_ Screen Prompts
13. \_\_\_\_ Smart Cards
14. \_\_\_\_ Source Data Automation
15. \_\_\_\_ Stylus
16. \_\_\_\_ Touch-sensitive screen
17. \_\_\_\_ Trackball
18. \_\_\_\_ User Interface
19. \_\_\_\_ Visual Input
20. \_\_\_\_ 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.