

Office Systems & Technology
Chapter 8-A

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|---------------------------------|-------------------------------|-------------------------|
| 1. O - Application Software | 8. G - Dialog Box | 15. N - System Software |
| 2. P - Blackcomb | 9. A - Graphic User Interface | 16. B - Taskbar |
| 3. T - Boot | 10. K - Menu-driven Interface | 17. E - Title Bar |
| 4. Q - Command-driven Interface | 11. C - Multithreading | 18. F - Toolbar |
| 5. M - Computer Directory | 12. I - Operating System | 19. R - Virtual Memory |
| 6. L - Context-sensitive Menu | 13. S - Recycle Bin | 20. J - Window |
| 7. D - Desktop | 14. H - Shortcut | |

- A. Combination of hardware and software that makes it easy for the end user to respond to computer messages, control the computer and request information from the computer through icons, bars, buttons, boxes and images.
- B. Contains a start button and icons for all programs that are running.
- C. Currently executes more than one task of a single application.
- D. Displays a taskbar and program or file icons.
- E. Displays horizontally across the top of the program's open window.
- F. Displays icons for frequently used menu options or commands in the open window.
- G. Displays whenever the software provides information to the end user or the software needs the end user to enter information or make a selection.
- H. Link displayed on the desktop as an icon to any item accessible on the microcomputer or on the organization's network.
- I. Manages the operations of the CPU, controls the input, output and storage resources and controls computer system tasks.
- J. Overlay on the desktop.
- K. Presents options on a monitor where the user selects the correct option by pointing and clicking with an input device.
- L. Provides a shortcut to functions related to the window or object the pointer is on at the time of the right click.
- M. Provides access to all files on the microcomputer hard disk, disk drive, CD-ROM drive and mapped network drives.
- N. Provides instructions that control computer operations, network management, database management and system security.
- O. Provides the instructions for processing general purpose end-user applications as well as applications specific to the organization's functional areas.
- P. Refers to a new Windows operating system featuring natural interfaces (speech recognition and handwriting)
- Q. Requires the user to enter brief user commands to the operating system for decoding and execution.
- R. Simulates more internal memory space by dividing an application program into fixed pages.
- S. Stores deleted items.
- T. Turning on the on/off switch starts the computer system.