

Office Systems & Technology
Chapter 8-B

1. C - Compiler
2. B - Control Panel
3. E - Disk Defragmentation
4. G - Disk Formatting
5. A - Edit Utility
6. H - Interpreter
7. I - Language Translators
8. D - Utility Programs
9. J - Utility Tools
10. F - VFAT

- A. Allows the administrative professional to cut, copy, paste and move folders, files, Web pages or any application where the user has editing rights.
- B. Allows the microcomputer user to change the appearance and functionality of the operating system by selecting the appropriate icon.
- C. Language translator that changes the programming language modules into machine code.
- D. Operating system software programs for routine, repetitive tasks including creating directories, creating new folders, restoring deleted files, editing, security, disk defragmentation and formatting disks.
- E. Process of rewriting parts of a file to contiguous sectors on a disk to increase the speed of access and retrieval.
- F. Records information about clusters of data.
- G. Removes all the information from the disk and sets up the disk tracks and sectors for the specific operating system.
- H. Special compiler that interprets and executes each program statement one at a time.
- I. Special system programs that translate a program's language into machine language so the computer system can process the program statements.
- J. Used to customize the folder, file, window and desktop settings.

True or False

11. F - Folders as well as folder contents cannot be added, deleted or renamed.
12. T - A disk cannot be formatted if files from the disk are open, the contents of the disk are displayed or the disk contains the operating system or boot partition.
13. T - A quick format removes files from the disk without scanning the disk for bad sectors.
14. T - Java is a Web language that is interpreted. T
15. T - The control panel is a sub-icon.