Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter 11 Study Guide**

**Part One: In or Out?**

*Label each piece of computer hardware below as an input or output device. Label input devices as “in” and output devices as “out”.*

1. \_\_\_\_\_ scanner
2. \_\_\_\_\_ keyboard
3. \_\_\_\_\_ speaker
4. \_\_\_\_\_ printer
5. \_\_\_\_\_ monitor
6. \_\_\_\_\_ mouse
7. \_\_\_\_\_ touch-screen
8. \_\_\_\_\_ camera

**Part Two: What to Use?**

*In the space provided, write the type of application software (word processing, spreadsheet, database, presentation, or desktop publishing) that should be used in each situation.*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A student needs to enter and analyze data from his science fair experiment.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A business owner is looking to prepare various items for her business: a sales flyer, business cards, and a brochure of services.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A student needs to type her senior English project.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A school district wants to organize, search, and print reports from student information (contact information, medical records, grades, etc.).
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ An employee is getting ready to pitch a product to a potential customer and needs a visual aid throughout this meeting.

**Part Three: Technology Concerns**

*Fill in the word or phrase that best completes each statement.*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the ability to use computers to process information or solve problems.
2. A program code hidden in a system that can later damage software or stored data is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is stealing or illegally copying software packages or information.
4. A worker that steals money, information, or computer time through improper use of databases or illegal access to computer systems has committed a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Part Four: Match ‘Em**

*Match the following terms to their definitions below. Write the letter for your choice on the line provided.*

1. application system software
2. hardware
3. motherboard
4. operating system software
5. primary storage
6. secondary storage
7. software
8. \_\_\_\_\_\_ the physical components of a computer system
9. \_\_\_\_\_\_ additional storage outside of a computer for program information and data
10. \_\_\_\_\_\_ programs that perform specific tasks such as word processing, database management, or accounting
11. \_\_\_\_\_\_ instructions that run the computer system
12. \_\_\_\_\_\_ memory within the computer
13. \_\_\_\_\_\_ translates commands and allows programs to interact with the computer’s hardware
14. \_\_\_\_\_\_ connects all of the parts of the computer together