

Study Guide Final Exam

Operating Systems

Folders are used to organize files.

Under the **FILE** menu you will find the **Open, Save, & Print Commands**

Input Devices - keyboard, mouse, scanner, digital camera, etc.

Output Devices - monitor, printer, speaker, headphones etc.

Scroll bars are used to view portions of a window that are not visible they also can appear on right & bottom borders of a window.

Memory is measured in bytes
KB kilobytes - 1000 bytes
MB megabytes, 1 million bytes
GB gigabytes - 1 billion bytes
TB Terabyte - 1 trillion bytes

(Files are also measured in bytes)

Internet - (Explorer, Firefox, Safari)

A **search engine** can locate **Websites** from entered keywords.

Browser is a program that allows you to get to the internet.

A **Bookmarked or Favorite** allows users to access a Web page from a list in the browser's menu

Graphics - are Pictures

Painting Programs

- **Paint** is an example of this type of program

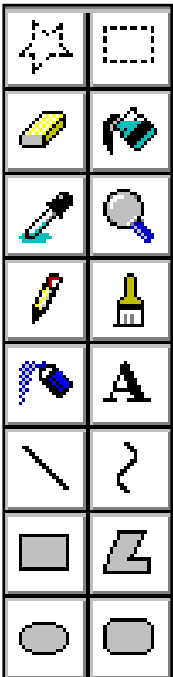
Drawing Programs

- **Office Art** contains features of this type of program

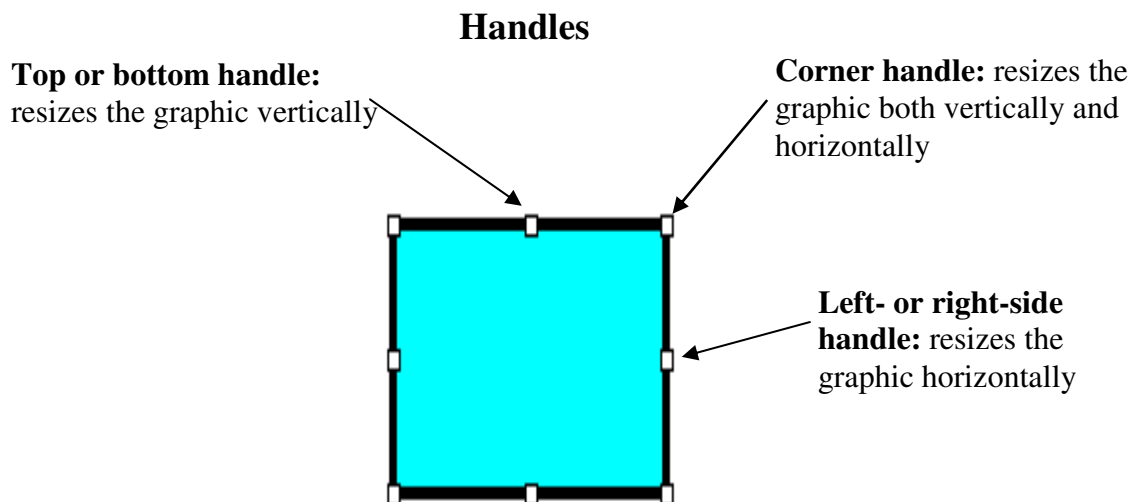
Handles appear when an object oriented graphic is selected.

A **gradient** is the gradual change from one color to another.

Know the buttons on the Painting Tool



Know what the buttons are on the Painting & Drawing Toolbar.



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Desktop Publishing – Text & Graphics

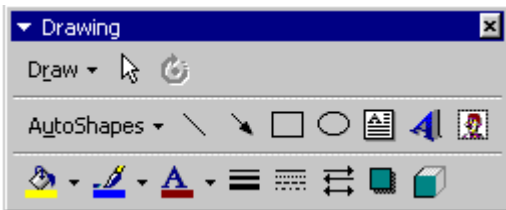
Two linked text frames is when the overflow of one text frame appears in the other.

Text Wrapping allows you to make the text appear around the graphic.

The scratch area is the work area or gray area on a document and does not print.

The process of inserting text or graphics from one program to another is known as **importing**.


Clipart is previously created artwork that can be included into documents.




Database – (is a collection of related information – ie names & addresses, CD collection, recipe collection etc.

A **field** is a category of information in a database.

A row in a database is called a **record**.

Ascending is A – Z. 

Descending is Z- A. 

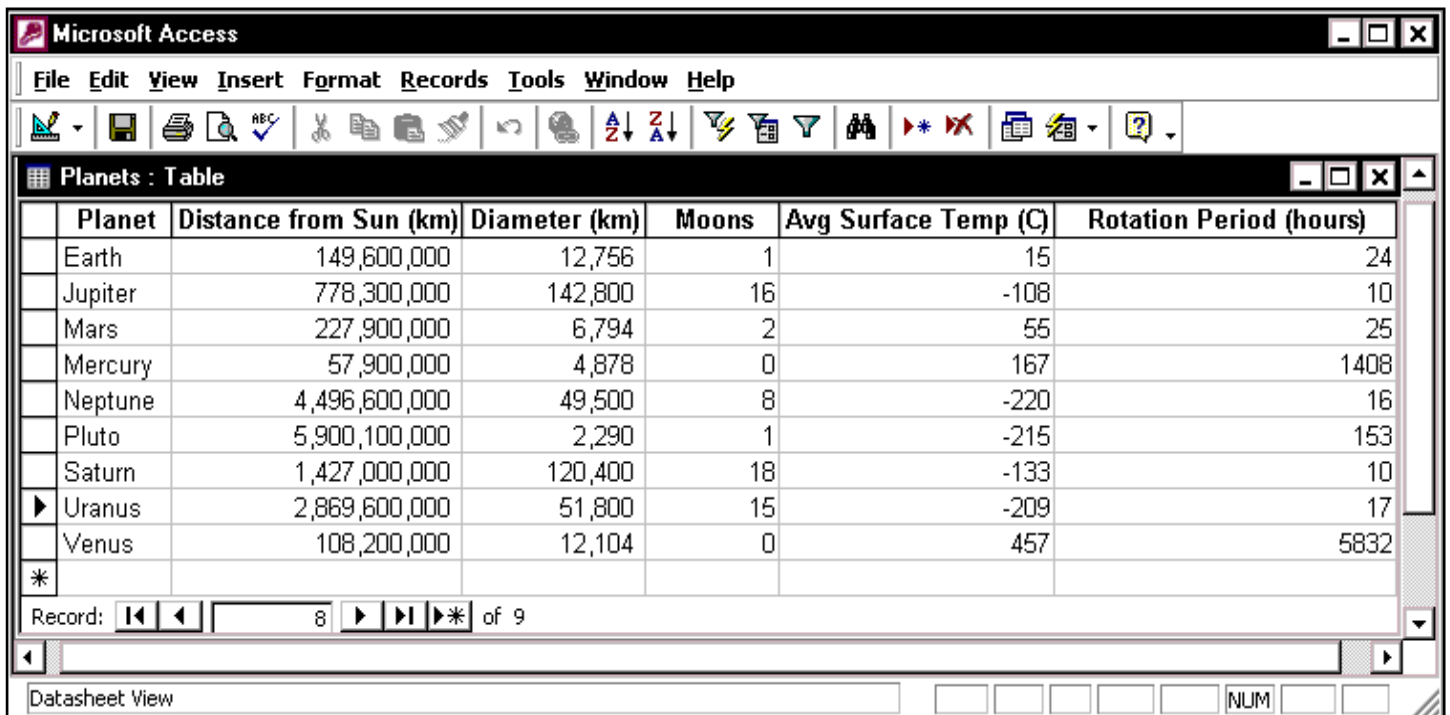
A **filter** is a set of criteria applied to records to show a subset of records.

Apply or Remove Filter 

Filter by Selection 

Filter by Form 

***Also the Computer Basics Handout handed out in class.**



Planet	Distance from Sun (km)	Diameter (km)	Moons	Avg Surface Temp (C)	Rotation Period (hours)
Earth	149,600,000	12,756	1	15	24
Jupiter	778,300,000	142,800	16	-108	10
Mars	227,900,000	6,794	2	55	25
Mercury	57,900,000	4,878	0	167	1408
Neptune	4,496,600,000	49,500	8	-220	16
Pluto	5,900,100,000	2,290	1	-215	153
Saturn	1,427,000,000	120,400	18	-133	10
▶ Uranus	2,869,600,000	51,800	15	-209	17
Venus	108,200,000	12,104	0	457	5832
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