

# Study Guide Final Exam



## Computers

**Folders** are used to organize files.

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

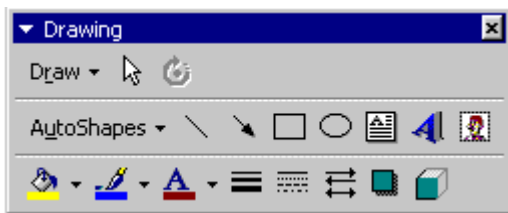
**Input Devices** - keyboard, mouse, scanner, digital camera, etc.

**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.

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

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



## Graphics - are Pictures

**Handles** appear when a graphic is selected.

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

**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**

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

Record: 8 of 9