

**Answers of Chapter 3**  
"Discovering Computers 2011 : Living in a Digital World"

[www.palinfonet.com](http://www.palinfonet.com)

---

True/False

1. The categories of application software are mutually exclusive? **FALSE**
2. Public-domain software is available to the public for a fee? **FALSE**
3. To click a button on a screen requires moving the pointer to the button and then pressing and holding down a button on the mouse (usually the right mouse button)? **FALSE**
4. A dialog box is a window that provides information, presents available options or requests a response? **TRUE**
5. A font is a name assigned to a specific design of characters? **TRUE**
6. In a spreadsheet program, a function is a predefined formula that performs common calculations such as adding the values in a group of cells or generating a value such as the time or date? **TRUE**
7. Computer-aided design (CAD) software is a sophisticated type of application software that assists a professional user in creating engineering, architectural and scientific designs? **TRUE**
8. Image stitching is the process of adjusting or enhancing image colours and/or adding special effects such as shadows and glows? **FALSE**
9. Although many word processing programs include desktop publishing (DTP) software features, users often prefer to create DTP documents using DTP software because of its enhanced features? **TRUE**
10. Some Web sites require you to download software in order to run their Web applications? **TRUE**
11. Some communications software is considered system software because it works with hardware and transmission media? **TRUE**
12. An RSS aggregator includes time-stamped articles, or posts, kept in a diary or journal format, usually listed in reverse chronological order? **FALSE**

Multiple Choice

1. **(A) PACKAGED SOFTWARE** is a mass-produced, copyrighted retails software that meets the needs of a wide variety of users, not just a single user or company.
2. A **(A) SOFTWARE SUITE** is a collection of individual programs available together as a unit.
3. **(B) PROJECT MANAGEMENT SOFTWARE** allows a user to plan, schedule, track and analyse the events, resources and costs of a project.
4. **(C) DOUMENT MANAGEMENT** software provides a means for sharing, distributing, and searching through documents by converting them into a format that can be viewed by any user.
5. **(C) PERSONAL DTP SOFTWARE** helps home and small business users create newsletters, brochures, advertisements, postcards, greeting cards, banners, calendars, logos and Web pages.
6. With **(B) PHOTO MANAGEMENT SOFTWARE** you can view, organise, sort, catalogue, print and share digital photos.
7. A **(C) NEWSGROUP/MESSAGE BOARD** is an online area where users have written discussions.
8. **(B) ONLINE HELP** is the electronic equivalent of a user manual.

## Matching

1. **PDF** - Popular file format that document management software uses to save converted documents.
2. **PASTING** - The process of transferring an item from a clipboard to a specific location in a document.
3. **WEB APP** - Web site that allows users to access and interact with software from any computer or device that is connected to the Internet.
4. **CELL** - Intersection of row and column in a spreadsheet
5. **WINDOW** - Rectangular area of the screen that displays data and information.
6. **CURSOR** - Small symbol on the screen that moves as you move the mouse.
7. **PERSONAL FINANCE SOFTWARE** - Simplified accounting program that helps home users and small office/home office users balance their cheque books, pay bills, track personal income and expenses, set up budgets, manage home inventory, track investments, and evaluate financial plans.
8. **FOOTER** - Text that appears at the bottom of every page.
9. **BUTTON** - Graphical image activated to cause a specific action to occur.
10. **TITLE BAR** - Horizontal space that contains the window's name.
11. **ONLINE BANKING** - Offers access to account balances, provides bill payment services and allows you to download monthly transactions and statements from the Web directly to your computer.
12. **DATABASE** -Collection of data organised in a manner that allows access, retrieval, and use of that data.

## Short Answer

1. Describe some **types of utility programs**.

A type of system software that allows a user to perform maintenance type tasks, usually related to managing a computer, its devices or its programs.

Functions include - managing files, searching for files, viewing images, uninstalling programs, cleaning up disks, defragmenting disks, backing up files and disks, setting up screen savers, securing a computer from unauthorised access, protecting against viruses, removing spyware and adware, filtering Internet content, compressing files, playing media files, burning optical disks and maintaining a personal computer.

What is **malware**?

Short for Malicious software - programs that act without a user's knowledge and deliberately alter a computer's operations.

2. What are the features of presentation software?

Presentation software allows users to create a slideshow that is displayed on a monitor or projection screen. Allows users to create visual aids for presentations to communicate ideas, messages, and other information to a group.

What **types of media** might a person use to **enhance a presentation**?

Includes a clip gallery that provides images, photos, video clips and audio clips to enhance multimedia presentations.

3. How is **travel** and **mapping** software used?

Enables users to view maps, determine route directions and locate points of interest.

What are some examples of **reference software**?

Software that provides valuable and thorough information for all users. Popular reference software includes encyclopaedias, dictionaries and health/medical guides.

4. What is computer-based training (CBT)?

Type of education in which students learn by using and completing exercises with instructional software. Also called computer-aided instruction.

List a few **examples** of CBT usage.

Beginning athletes use CBT programs to learn the intricacies of football, soccer, tennis, etc. The military or airlines use CBT simulations to train pilots to fly in various conditions and environments.

5. Describe how many Web sites utilise **Web-based training**.

Computer-based training that uses Internet technology and consists application software on the Web. Consists of self-directed, self-paced instruction about a topic.

What are some ways that **e-learning** enhances communications?

Short for electronic learning - the delivery of education via some electronic methods such as the Internet, networks, or optical disks. Some e-learning systems may include video conferencing, e-mail, blogs, wikis, newsgroups, chat rooms and groupware.