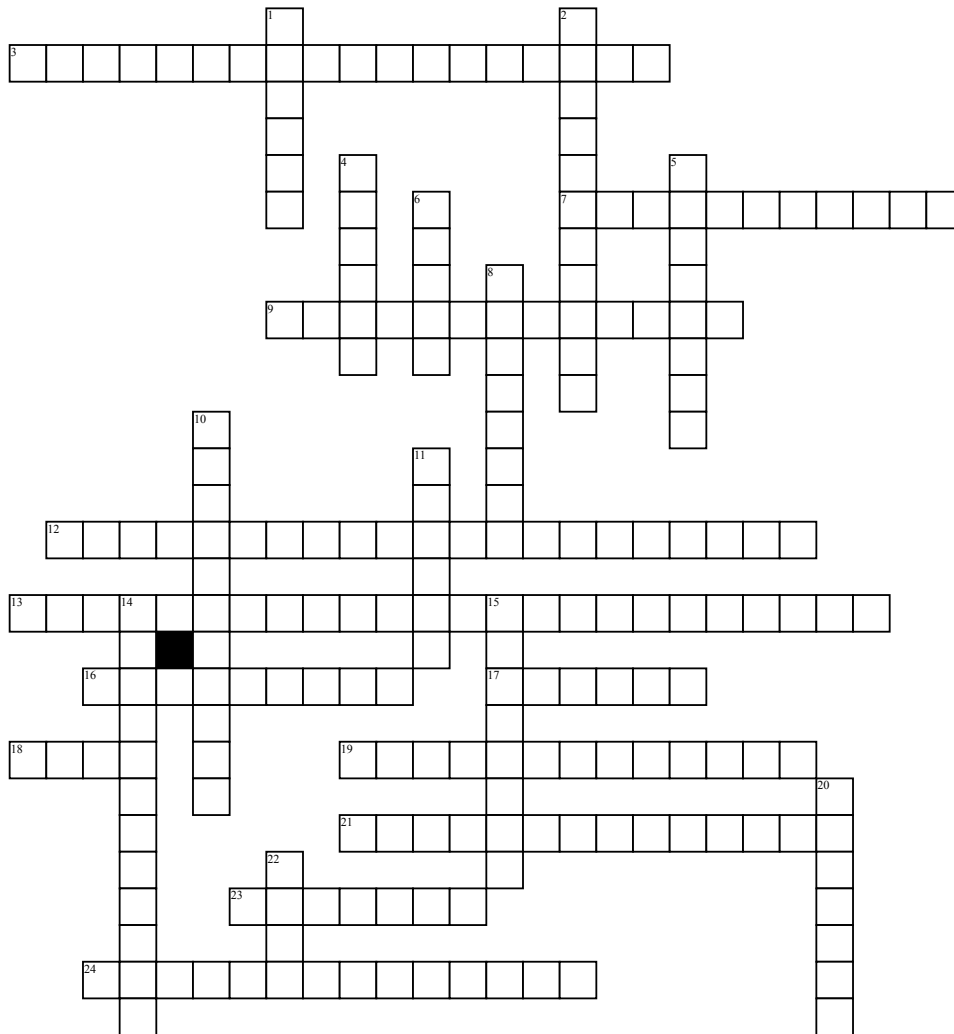# Basics Chapter 1

Across

3. Temporary memory a computer uses to store information while it is processing

7. A wheel on some mouse devices used to navigate through a document on-screen

9. A feature of Microsoft Office 2016 from which you access file and program management commands

12. The use of computers to collect, store, and distribute information

13. Technology that makes communication easier and more efficient

16. A folder stored within another folder

17. A location on disk where you can store files

18. A unit used to measure storage capacity

19. A group of software programs sold as a single unit

21. The flashing vertical line that indicates where the next action will occur in the document or file on-screen

23. A device that converts printed document into digital file formats

24. Fixed memory stored on a chip in a computer that provides startup and other system instructions

Down

1. To page through a document in order to view some part of its contents that is not currently displayed

2. An electronic visual display that can detect the presence and location of a touch within the display area

4. Icon,menu, or other item that is part of an on-screen interface

5. A smooth, cushioned surface on which you slide a mouse

6. A device that allows you to select items on-screen by pointing at them with the mouse pointer

8. Computers,printers, and other devices

10. The file currently open and active

11. The area on-screen where a program or documents is displayed

14. A marker on your computer screen that shows you where the next mouse action will occur

15. Programs that provide the instructions for a computer or other hardware device.

20. A computer device or component used to store data such as programs and files

22. A picture used to identify and element on-screen, such as a toolbar button

Word Bank

Insertion point	scroll wheel	current file	Read-only memory
Icon	Touch screen	software	Hardware
software suite	scanner	Information Technology	Byte
storage	Object	Window	Subfolder
Mouse pointer	Random access memory	scroll	Folder
Backstage view	Communications technology	Mouse	Mouse pad