

Name \_\_\_\_\_

Period \_\_\_\_\_

## COMPUTER TECHNOLOGY II

### WINDOWS/POWERPOINT SCAVENGER HUNT

To complete the worksheet you may use your textbook, the Internet, or your own knowledge.  
The answers are provided in the attached list.

1. Steps in the information processing cycle **COM 3**
  - a. **Input** \_\_\_\_\_
  - b. **Process** \_\_\_\_\_
  - c. **Output** \_\_\_\_\_
  - d. **storage** \_\_\_\_\_
2. Types of input devices (these answers are not provided in the list below) **COM 2 & 5**
  - a. **Keyboard** \_\_\_\_\_
  - b. **Mouse** \_\_\_\_\_
  - c. **Microphone** \_\_\_\_\_
  - d. **scanner** \_\_\_\_\_
3. Input devices allows data, **programs** \_\_\_\_\_, commands, and responses to be entered into the computer **COM 5**
4. Memory or **RAM** \_\_\_\_\_ consists of electronic components that store data **COM 8**
5. Types of output devices (these answers are not provided in the list below) **COM 2 & 10**
  - a. **Monitor** \_\_\_\_\_
  - b. **Printer** \_\_\_\_\_
  - c. **Portable Media Player** \_\_\_\_\_
  - d. **Smart phone** \_\_\_\_\_
6. An **Output device** \_\_\_\_\_ make the information resulting from processing available for use.
7. CD - **RW** \_\_\_\_\_ Is erasable disk that can be written on multiple times. **COM 15**
8. System and **Application software** \_\_\_\_\_ are two categories of software. **COM 18**
9. Right-clicking on an object will display a **Short-cut** \_\_\_\_\_ Menu **PPT 12**
10. Types of application software **COM 19**
  - a. **Word processing** \_\_\_\_\_
  - b. **Electronic spreadsheet** \_\_\_\_\_
  - c. **Database** \_\_\_\_\_
  - d. **Presentation graphics** \_\_\_\_\_

**A lot of others are listed in book**