

CS 110
Review for Quiz 2

Chapter 4

System Software
Operating System
Kernel
Resource management
Single Tasking / Multitasking
GUI interface
Command line interface
Microsoft Windows XP
Microsoft Windows Vista
System Utilities:
 Backup and Restore
 File Compression
 File Manager
 Antivirus software
Linux / Unix
Mac OS
Bootling: Cold boot, warm boot

Chapter 5

Application software
Autosave
Categories of application software:
 Personal Productivity
 Home & Educational
 Internet Programs
 Multimedia & Graphics
Types of Personal Productivity software
 Word Processing
 Presentation Graphics
 Spreadsheet
 Database
Software piracy
Software licenses:
 Single User License (EULA)
 Site License

Chapter 5 (continued)

Installing / Uninstalling software
 Setup Utility
 Default settings
Beta version
Software upgrading
Multimedia
 pixels
 GIF file format
 JPG file format
 File compression, codecs
Software documentation
Starting an application
Exiting an application

Microsoft Word

Margins
Paragraph alignment: left, center, right, justify
Cut, Copy, Paste, Office Clipboard
Numbering, Bullets
Footnotes, Endnotes
Keyboard shortcut for manual page break
Format Painter
Text Wrapping around images
Tabs, tab stops, setting tabs
Dot leader tabs
Inserting Clip Art
Inserting Shapes
Tables:
 Creating a table
 Insert rows or columns
 Convert text to a table
 Adding Borders or Shading
 Changing width of columns
 Table Styles