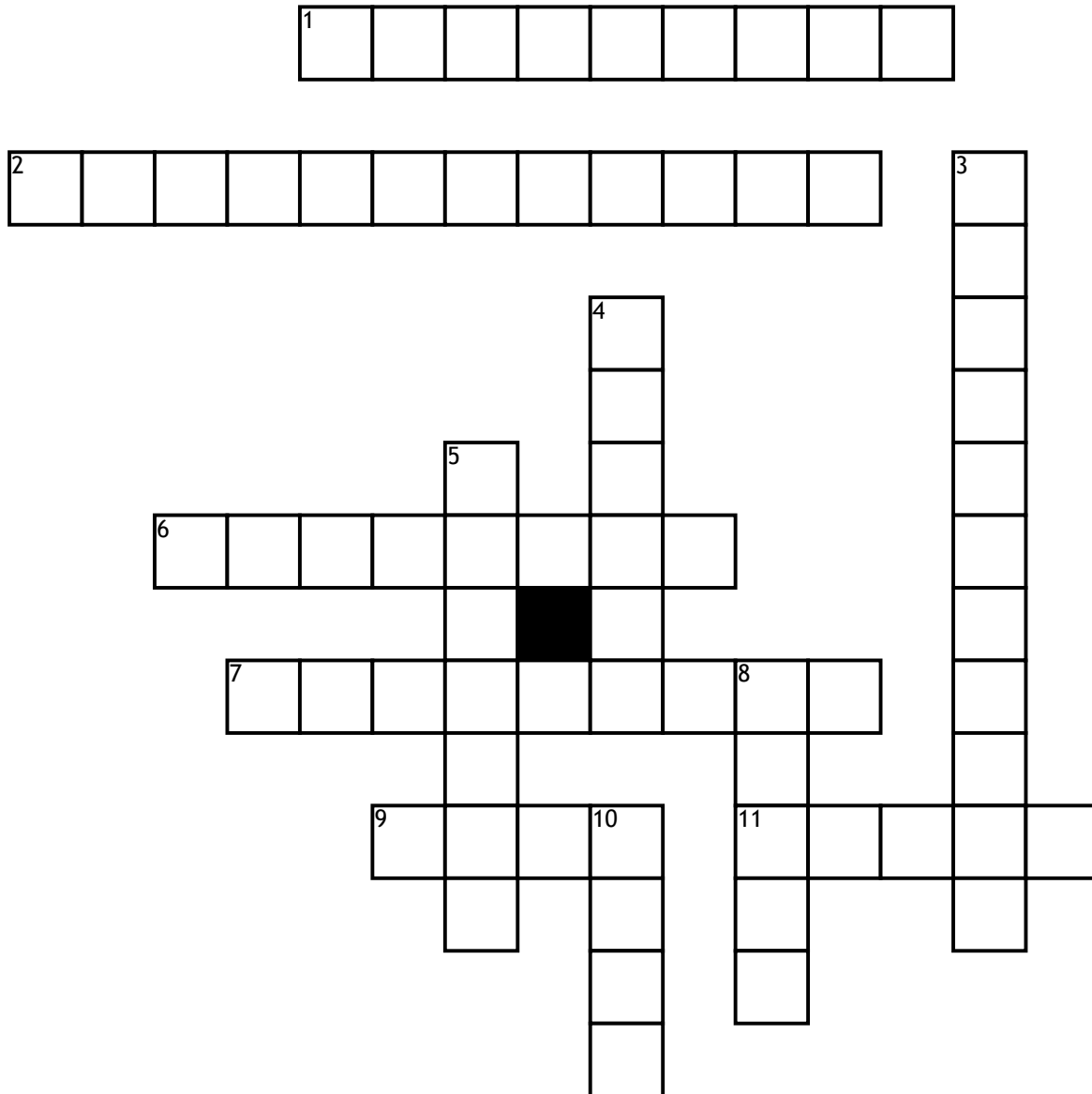


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Computers Intro Week One



## Across

1. horizontal or vertical bar that appears when the contents may not be visible
2. hardware component that conveys information to others (printer, monitor, and speakers)
6. an electronic device, operating under the control of instructions stored in its own memory, that can accept data, process, produce results, and store for the future
7. microsoft desktop publishing program that allows you to create professional quality publications and marketing materials
9. microsoft word processing program that allows you to create professional looking documents
11. press and release the primary mouse button, which usually is the left mouse button

## Down

3. hardware component that allows you to enter data into a computer (keyboard, mouse, microphone, scanner, and web cam)
4. microsoft database management system that allows you to create a database, ask questions concerning the data, and create forms and reports using the data
5. microsoft communications and scheduling program that allows you to manage e-mail accounts, calendars and contacts
8. microsoft spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data, develop reports, and publish data
10. point to an item, hold down the left mouse button, move the item to the desired location on the screen, and then release the left mouse button