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Basics Chapter 1

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| **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 |

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