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Chapter 2 Application Software

1) The intersection of a row and a column in a spreadsheet is called a _____.
A) text
B) cell
C) record
D) field
Answer: B
Diff: 1
Objective: 2.1 Identify Types and Uses of Business Productivity Software

2) In addition to performing calculations, _____ organize data that can be sorted and filtered, making the data functional for lists and schedules.
A) pie charts
B) graphics
C) spreadsheets
D) documents
Answer: C
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

3) In a database, related records are organized into one or more _____.
A) macros
B) fields
C) tables
D) queries
Answer: C
Diff: 3
Objective: 2.1 Identify Types and Uses of Business Productivity Software

4) A(n) _____ is a single piece of information in a record in a database.
A) object
B) table
C) field
D) cell
Answer: C
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

5) A(n) _____ contains information about a single entry in a database.
A) object
B) record
C) field
D) cell
Answer: B
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

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6) The most common way to enter data into a database, is to use a(n) _____.
A) object
B) form
C) query
D) report
Answer: B
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

7) A _____ enables you to manage your email, calendar, contacts, and tasks—all in one application.
A) spreadsheet
B) document management system
C) personal information manager
D) database
Answer: C
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

8) A(n) _____ allows someone to use software for a monthly or yearly fee.
A) retail license
B) proprietary software license
C) subscription
D) open source software license
Answer: C
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

9) A(n) _____, also known as a hotfix, addresses individual software problems as they are discovered.
A) patch
B) service pack
C) update
D) upgrade
Answer: A
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

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10) A _____ helps you to complete projects, keep within your budget, stay on schedule, and work with others.
A) personal information manager
B) document management system
C) word processor
D) project management program
Answer: D
Diff: 1
Objective: 2.1 Identify Types and Uses of Business Productivity Software

11) _____ contains the tasks and dates for a project and shows the schedule and progress of the project in a graphic.
A) WordArt
B) A Gantt chart
C) SmartArt
D) A flowchart
Answer: B
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

12) Which of the following applications is NOT part of an office application suite?
A) spreadsheet
B) financial
C) database
D) presentation
Answer: B
Diff: 3
Objective: 2.2 Identify Types and Uses of Personal Software

13) _____ software can be copied, modified, and redistributed without paying a fee.
A) Shareware
B) Open source
C) Trialware
D) Retail
Answer: B
Diff: 2
Objective: 2.2 Identify Types and Uses of Personal Software

14) Which of the following is NOT part of Microsoft Office Online web apps?
A) OneNote
B) Excel
C) Access
D) PowerPoint
Answer: C
Diff: 3
Objective: 2.2 Identify Types and Uses of Personal Software

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15) Making money through in-app purchases is common in _____ software.
A) freemium
B) shareware
C) subscription
D) donationware
Answer: A
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

16) Which is NOT a modern source of installing software?
A) web
B) CD/DVD
C) thumb drive
D) floppy drive
Answer: D
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

17) When you purchase software in a box, reading the _____ is important to know if the software will function properly.
A) system requirements
B) shareware requirements
C) EULA
D) SaaS
Answer: A
Diff: 1
Objective: 2.3 Assess a Computer System for Software Compatibility

18) A computer can be a flexible and powerful tool by using what type of software?
A) Operating system
B) Application
C) Utility
D) Server
Answer: B
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

19) Sophia heard about some media software with a free trial download. She thought it would be a good idea to try it before buying. She is using which type of proprietary software?
A) Donationware
B) Freeware
C) Openware
D) Shareware
Answer: D
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

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20) An end user license agreement represents which of the following?
A) Agreement between the user and the store where the software was purchased
B) System requirements needed for downloading the software
C) Agreement between the user and the software publisher
D) Hardware specifications for the computer
Answer: C
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

21) _____ can be used at no cost for an unlimited period of time.
A) Shareware
B) Freeware
C) Donationware
D) Open source software
Answer: B
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

22) _____ is a form of freeware, where the developers accept contributions for themselves or for nonprofit organizations.
A) Donationware
B) Retail software
C) Malware
D) Open source software
Answer: A
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

23) The term "cloud" in cloud computing refers to _____.
A) extra storage files located on the computer
B) free financial software
C) websites for creating documents
D) the Internet
Answer: D
Diff: 1
Objective: 2.5 Discuss the Importance of Cloud Computing

24) Which of the following is NOT a cloud service provider?
A) Salesforce
B) Amazon
C) Google
D) Intel
Answer: D
Diff: 3
Objective: 2.5 Discuss the Importance of Cloud Computing

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25) Which of the following items below is NOT a cloud service offering?
A) Software-as-a-Service (SaaS)
B) Platform-as-a-Service (PaaS)
C) Business-as-a-Service (BaaS)
D) Infrastructure-as-a-Service (IaaS)
Answer: C
Diff: 3
Objective: 2.5 Discuss the Importance of Cloud Computing

26) _____ involves the delivery of applications — web apps — over the Internet.
A) Software-as-a-Service (SaaS)
B) Programming-as-a-Service (PaaS)
C) Business-as-a-Service (BaaS)
D) Information-as-a-Service (IaaS)
Answer: A
Diff: 3
Objective: 2.5 Discuss the Importance of Cloud Computing

27) _____ provides a programming environment to develop, test, and deploy custom web applications.
A) Software-as-a-Service (SaaS)
B) Platform-as-a-Service (PaaS)
C) Business-as-a-Service (BaaS)
D) Information-as-a-Service (IaaS)
Answer: B
Diff: 3
Objective: 2.5 Discuss the Importance of Cloud Computing

28) Which of the following is an example of a personal Software-as-a-Service (SaaS)?
A) Intuit Quicken
B) Amazon
C) Google Drive
D) eBay
Answer: C
Diff: 3
Objective: 2.5 Discuss the Importance of Cloud Computing

29) A(n) _____ is a larger, planned update that addresses multiple problems or adds multiple features.
A) service pack
B) patch
C) upgrade
D) hotfix
Answer: A
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

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30) Web apps which will run on any device with a supported browser and Internet access are called platform-_____.
A) neutral
B) dependent
C) specific
D) apps
Answer: A
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

31) Apache OpenOffice is the standard suite in the business environment for office applications.
Answer: FALSE
Diff: 1
Objective: 2.1 Identify Types and Uses of Business Productivity Software

32) PowerPoint is an example of presentation software.
Answer: TRUE
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

33) In a database, a report is used to easily enter data.
Answer: FALSE
Diff: 1
Objective: 2.1 Identify Types and Uses of Business Productivity Software

34) Apache OpenOffice is a free, open source alternative office suite available in Windows, Mac, and Linux versions.
Answer: TRUE
Diff: 2
Objective: 2.2 Identify Types and Uses of Personal Software

35) Microsoft SharePoint is an example of a document management system (DMS).
Answer: TRUE
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

36) Microsoft Office Online web apps are full-featured versions of the Microsoft Office applications.
Answer: FALSE
Diff: 2
Objective: 2.2 Identify Types and Uses of Personal Software

37) System requirements only list hardware specifications for the computer.
Answer: FALSE
Diff: 2
Objective: 2.3 Assess a Computer System for Software Compatibility

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38) Queries allow you to pull out records from a table that meet specific criteria.
Answer: TRUE
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

39) The use of queries adds flexibility to database programs.
Answer: TRUE
Diff: 1
Objective: 2.1 Identify Types and Uses of Business Productivity Software

40) Jane purchased some financial software at the local office store. She brought it home and installed it on her computer. She actually owns the software program now because she purchased it from a local merchant.
Answer: FALSE
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

41) Apache OpenOffice is offered for only a small fee based on the number of computers on which you want to install it.
Answer: FALSE
Diff: 2
Objective: 2.2 Identify Types and Uses of Personal Software

42) Shareware is also referred to as trialware.
Answer: TRUE
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

43) Proprietary software licensing restricts the user from distributing or duplicating the software.
Answer: TRUE
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

44) Freeware can be used at no cost for an unlimited period of time.
Answer: TRUE
Diff: 1
Objective: 2.4 Compare Various Ways of Obtaining Software

45) Cloud computing moves storage off your desktop and business hardware and puts it on the Internet.
Answer: TRUE
Diff: 1
Objective: 2.5 Discuss the Importance of Cloud Computing

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46) A benefit to cloud service providers is that they can operate from remote places.
Answer: TRUE
Diff: 1
Objective: 2.5 Discuss the Importance of Cloud Computing

47) Web mail is an example of SaaS.
Answer: TRUE
Diff: 2
Objective: 2.5 Discuss the Importance of Cloud Computing

48) You can use File Explorer to begin installation of a new software program.
Answer: TRUE
Diff: 1
Objective: 2.6 Install, Uninstall, and Update Software

49) A bug is a flaw in programming of a software application.
Answer: TRUE
Diff: 1
Objective: 2.6 Install, Uninstall, and Update Software

50) A hotfix is never included in a service pack; they are only available as separate, stand-alone fixes.
Answer: FALSE
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

51) A desktop application has a built-in operating system.
Answer: FALSE
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

52) A(n) _____ is an application used to create, edit, and format text documents.
Answer: word processor
Diff: 1
Objective: 2.1 Identify Types and Uses of Business Productivity Software

53) A(n) _____ is a software application that creates electronic worksheets organized into rows and columns.
Answer: spreadsheet
Diff: 1
Objective: 2.1 Identify Types and Uses of Business Productivity Software

54) In a database, a person's email address is an example of a(n) _____.
Answer: field
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

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55) In a database, the combination of the name, address, email, and phone for one person is an example of a(n) _____.
Answer: record
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

56) You would use a(n) _____ to manage your email, calendar, contacts, and tasks—all in one place.
Answer: PIM, personal information manager
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

57) A(n) _____ enables a business to save, share, search, and audit electronic documents.
Answer: DMS, document management system
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

58) You can copy, modify, and redistribute _____ software without paying a fee.
Answer: open source
Diff: 2
Objective: 2.2 Identify Types and Uses of Personal Software

59) You would use _____ software to organize and play music, videos, and podcasts on your computer.
Answer: media management
Diff: 2
Objective: 2.2 Identify Types and Uses of Personal Software

60) When you purchase an app from the Windows Store you click the _____ button and the installation will proceed automatically.
Answer: Get
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

61) A(n) _____ is a self-contained program usually designed for one purpose.
Answer: app
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

62) EULA stands for _____.
Answer: end-user license agreement, End User License Agreement
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

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63) Rajiv purchased some great gaming software and wants to make copies for all his friends. Rajiv is restricted from making copies of the software for his friends because it has a(n) _____ software license.
Answer: proprietary
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

64) Richard just purchased a new computer. During the initial setup, he noticed he was given Microsoft Office. Most likely, this is a free trial for Richard known as _____.
Answer: shareware, trialware
Diff: 3
Objective: 2.4 Compare Various Ways of Obtaining Software

65) _____ is a form of freeware, where the developers accept contributions for themselves or for nonprofit organizations.
Answer: Donationware
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

66) _____ is a type of software that can be used at no cost for an unlimited period of time.
Answer: Freeware
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

67) _____ software requires the user to pay a fee for it.
Answer: Retail
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

68) Amazon and Google deliver cloud services to users and are known as _____ providers.
Answer: cloud service, CSPs, cloud service providers
Diff: 2
Objective: 2.5 Discuss the Importance of Cloud Computing

69) _____-as-a-Service provides users with a system server offsite, instead of maintaining and purchasing one at the place of business.
Answer: Infrastructure
Diff: 2
Objective: 2.5 Discuss the Importance of Cloud Computing

70) Jacob checks his email using web mail. Jacob is using the cloud as a(n) _____-as-a-Service.
Answer: Software
Diff: 2
Objective: 2.5 Discuss the Importance of Cloud Computing

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71) _____-as-a-Service provides a programming environment in which custom web applications can be developed, tested, and deployed.
Answer: Platform
Diff: 3
Objective: 2.5 Discuss the Importance of Cloud Computing

72) Instead of purchasing and maintaining its own cloud-based servers, a company could use a(n) _____-as-a-Service provider.
Answer: Infrastructure
Diff: 3
Objective: 2.5 Discuss the Importance of Cloud Computing

73) A(n) _____ or patch addresses individual problems with software as they are discovered.
Answer: hotfix
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

74) A(n) _____ is a flaw in programming.
Answer: bug
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

75) A(n) _____ is a large, planned update that addresses multiple problems or adds multiple features.
Answer: service pack
Diff: 2
Objective: 2.6 Install, Uninstall, and Update Software

76) Match each of the following applications to its purpose:
I. office application suite
II. word processor
III. database
IV. spreadsheet
V. personal information manager

A. includes several applications that are designed to work together
B. handles email, calendar, contacts, and tasks—all in one place
C. application used to create, edit, and format text documents
D. collects information that is organized in a useful way
E. can be used for budgeting, grade books, and inventory
Answer: A, C, D, E, B
Diff: 3
Objective: 2.1 Identify Types and Uses of Business Productivity Software

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77) Match each of the following terms to its meaning:
I. cell
II. field
III. report
IV. query
V. table

A. single piece of information in a record
B. pulls out records that meet specific criteria
C. organization of records
D. generated to display selected information
E. intersection of a row and column
Answer: E, A, D, B, C
Diff: 2
Objective: 2.1 Identify Types and Uses of Business Productivity Software

78) Match each of the following terms to its meaning:
I. bug
II. hotfix
III. service pack
IV. cloud
V. open source

A. programming flaw
B. addresses individual problems as they are discovered
C. code is that is published and made available to the public
D. planned update that addresses multiple problems
E. refers to the Internet
Answer: A, B, D, E, C
Diff: 3
Objective: Multiple objectives in the chapter

79) Match each of the following terms to its example:
I. database management
II. media management
III. photo editing software
IV. cloud service provider
V. presentation software

A. Keynote
B. Access
C. iTunes
D. Google Photos
E. Google
Answer: B, C, D, E, A
Diff: 3
Objective: Multiple objectives in the chapter

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80) Match each of the following terms to its meaning:
I. proprietary software
II. open source software
III. donationware
IV. shareware
V. retail software

A. software offered in trial form or for a limited period
B. end user has the right to modify and redistribute the software
C. software for which developers accept contributions for themselves or nonprofit organizations
D. user pays a fee to use the software
E. ownership remains with the software publisher
Answer: E, B, C, A, D
Diff: 2
Objective: 2.4 Compare Various Ways of Obtaining Software

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