

Computer Operations
Mr. Lindsay/Mr. Holcomb

Complete the following assignments. Be sure to follow the instructions carefully!!!

Assignment #1

- Open your Microsoft Office 2003 book
- Open a Word Document, write a definition for each of the following words and/or terms.
- Use complete sentences and use your own words as much as possible.

Here are the words and terms:

- Operating System
What Operating System is used with the computer you are using in Room 505?
- Internet
- Word Processor
- Spreadsheet
- Insertion Point
- Wordwrap
- Backspace
- Delete
- Title Bar
- Menu Bar
- Minimize
- Maximize/Restore
- Standard Toolbar
- Scroll Bar
- Status Bar
- Start Button
- Windows Taskbar
- Document Buttons
- Dialog Box
- Mouse
- Primary Mouse Button
- Secondary Mouse Button
- Insert Mode
- Overtyping Mode
- RAM
- CPU
- Active Window