

Worksheet #1

Match the words in the first column to the best available answer in the second column.

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| _____ Copyright Law | 1) A global network of thousands of other computer networks that offers e-mail and information retrieval services. |
| _____ diskette | 2) The act of spacing text two lines apart. |
| _____ CD ROM | 3) The device that reads from and writes to a floppy disk or hard disk. |
| _____ double spacing | 4) A S D F J K L ; |
| _____ caps lock key | 5) A disk that can only be read from and not written to (Compact Disk Read Only Memory). |
| _____ home row keys | 6) To load a file from a diskette or hard drive. |
| _____ Bulletin Board Service | 7) A device that permits a computer to transmit and receive data over a telephone line. |
| _____ Load | 8) To enter a program or file into a computer's memory. |
| _____ Retrieve | 9) Law granting legal right to a copyright holder. |
| _____ Internet | 10) The key on the keyboard that is used to make all letters capital. |
| _____ Modem | 11) The most common storage device used with microcomputers. |
| _____ Disk Drive | 12) A place on the network where public messages can be left. |

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