Study Guide for Midterm Exam 2

Topics: Midterm Exam 2 will cover the following sections from the lecture textbook "*Technology in Action*":

- **Chapter 4:** (28 questions)

  Software Basics

  Basic Types of Apps and Software

  Productivity Software

  Word Processing Software

  Spreadsheet Software

  Database Software

  Personal Information Manager Software

  Small Business Software

  Software for Large and Specialized Businesses

  Digital Image-Editing, Video-Editing, and Drawing Software

  Digital Audio Software

  Installing and Uninstalling Software

  Active Helpdesk: Buying and Installing Software

- **Chapter 5:** (33 questions)

  Operating System Basics

  Operating Systems for Machinery, Networks, and Business

  Operating Systems for Personal Use

  Bits & Bytes: OS Market Share Battle

  The User Interface

  Hardware Coordination

  Hardware and Peripheral Device Management

  The Boot Process

  Organizing Your Files

  Working with Files and Folders

  File Compression

  Windows Administrative Utilities

  File and System Backup Utilities

  Active Helpdesk: Organizing Your Computer: File Management

  Active Helpdesk: Using Utility Programs

- **Chapter 10:** (11 questions)

    System Development Life Cycle

    The Program Development Life Cycle

    Algorithm Development

    Coding

    Testing and Documentation

How to Review for the Exam:
- Read the textbooks and PowerPoint slides related to topics above.
- Summarize and **write down** the key points and key terms in each topic.
- Play the Active Helpdesk activities listed above. The Active Helpdesk activities must be done via MyITLab.
- Do or redo related check-your-understanding quizzes and chapter quiz given in the textbooks.