Microsoft Office 2013 Illustrated

*UNIT A Understanding Essential Computer Concepts*

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## Unit A: Understanding Essential Computer Concepts

## Concepts Review

|  |  |  |
| --- | --- | --- |
| Screen Labeling | Matching Items | Multiple Choice |
| 1. a | 5. f | 15. c |
| 2. d | 6. h | 16. a |
| 3. b | 7. b | 17. c |
| 4. c | 8. g | 18. d |
|  | 9. i | 19. a |
|  | 10. c | 20. d |
|  | 11. j | 21. a |
|  | 12. e | 22. b |
|  | 13. a | 23. b |
|  | 14. d | 24. a |
|  |  | 25. c |
|  |  | 26. d |
|  |  | 27. b |
|  |  | 28. a |
|  |  | 29. c |
|  |  | 30. b |
|  |  | 31. a |
|  |  | 32. c |
|  |  | 33. d |
|  |  | 34. d |
|  |  | 35. a |

## Independent Challenge 1

Student answers on electronics disposal may include:

• Information about laws in various cities and states

• EPA regulations and recommendations

• Organizations that accept donated electronic items for reuse

• Manufacturers that accept electronic items for recycling

• The possible tax benefits of donating electronics

• Ways to protect privacy when recycling items such as hard disk drives

Independent Challenge 2

## Student answers on anti-virus software may include:

## • Information about the Microsoft Malware Protection Center (MMPC)

## • Information about five recent virus threats listed on the MMPC

## • Ways to prevent a computer from being infected by a virus

## • Information about three different anti-virus programs for Windows, including benefits and costs for each program

## Independent Challenge 3

Student answers in the table will vary widely depending on the chosen editions of Windows 8 and Office 13.

## Independent Challenge 4

Student answers may include:

* Quotes from reviews and comparisons of each cloud service
* A determination of which service is most suitable for the student’s needs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | SkyDrive | iCloud | Google Drive | Dropbox |
| Free storage capacity | 7 GB | 5 GB | 5 GB | 2 GB |
| Paid storage capacity | Up to 125 GB | Up to 55 GB | 100 GB | 100 GB |
| Paid storage cost | $10 - $50 per year | $40 - $100 per year | $60 per year | $99 per year |
| Maximum file size | 2 GB | (unknown) | 10 GB | No limit |
| Syncs to all your devices? (PC, mobile) | Answers will vary | Answers will vary | Answers will vary | Answers will vary |
| Supports version tracking? | Yes | No | Yes | Yes |
| Mobile apps provided | iPhone/iPad, Windows Phone, Android | iPhone/iPad | iPhone/iPad, Android | iPhone/iPad, Android |
| Additional features/notes | Answers will vary | Answers will vary | Answers will vary | Answers will vary |