



CheckPoint 8

Is it a program or a document?

Determine if the following items are a program or a document.

Program or Document?	
1.	Memo
2.	Solitaire
3.	Produces a presentation
4.	Financial Report
5.	E-mail
6.	Graphic
7.	Used to create spreadsheets

Write the category of the correct program each person would need to use on a computer.

Educational

Graphics

Entertainment

Communication / Electronic Mail

Word Processing

Spreadsheet

Presentation

Database

Program Type	
1.	Jennifer is seeking a program that will allow her to send and receive e-mails.
2.	Mary wants to create a presentation showcasing her family history.
3.	Kathi needs to compose a memo.
4.	Kevin needs to create a budget.
5.	Joseph wants to practice typing.
6.	Laura needs to maintain a collection of names and addresses for future use.
7.	Billie wants to draw a picture.
8.	Ed wants to play solitaire.

Write the word document or the word program in each blank.

1. You open a program to create a _____.
2. You save a _____, but not a _____.
3. You can open a program, without opening a _____.

But you cannot open a _____,

without opening a _____.