

NAME: _____ GRADE: _____

The column on the right contains a list of statements associated with the office and organizations. On the line to the right select the **NUMBER** that best fits the statement from the column on the left. Each response in the column on the left may be used **ONCE**.

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|---------------------------|-------|-----------------------------------------------------------------------|
| 1. Information processing | _____ | Combining the efforts of two or more people to accomplish a goal. |
| 2. Software | _____ | A place where the affairs of a business is carried out |
| 3. Teamwork | _____ | Provide instructions for support activities such as virus protection. |
| 4. Office | _____ | Putting facts or numbers into meaningful form |
| 5. E-Commerce | _____ | A program containing instructions for computers |
| 6. Application Program | _____ | Data or facts that have been organized into a meaningful form. |
| 7. Code of ethics | _____ | Provide instructions for specific tasks such as Word processing |
| 8. Operating System | _____ | Business conducted electronically often via the World Wide Web |
| 9. Information | _____ | Moral standards or values and related behavior |
| 10. Utility Program | _____ | Provides instructions for the computer |