Unit **8**

Match the Application

Directions: From the list write down the best application for each of the following tasks.

word processing software	presentation software
spreadsheet software	database software
Web browser software	

1. Write a business letter _____

2. Track sales _____

3. Monitor cybercrime _____

4. Edit a book/manuscript _____

5. Organize and store employee information _____

6. Teach a college course _____

7. Create a budget _____

8. Create a newsletter or flyer _____

9. Give a sales pitch _____

10. Research a college paper on the Internet _____

11. Track orders for a major online retail store _____

12. Make corrections to a legal document _____

13. Create a Web tutorial _____

14. Play video games with a friend in another country _____

15. Create a graph for a report _____

16. Send an assignment to a teacher _____

17. Compare and evaluate data _____

18. Create forms and receipts for customers _____

19. Give an oral report in a history class _____

20. Edit a friend's story _____