

Unit 2

WORKSHEET 2C

Understand Keywords

Directions: Keywords are essential for an effective search. Research each of the following topics in bold and circle the best two (2) keywords to use when searching Microsoft Windows Help or Microsoft Office Help. In the space provided, suggest combinations of keywords that could narrow your search.

1. How to install a scanner

images	scanner
windows	install
port	photograph

2. How to add shading to a table

command	row
tables	column
shading	formatting

3. Networking two computers together

modem	connect
monitor	firewall
share	network

4. Organizing files

files	desktop
copy	document
organize	expand
