

# Unit 8

## WORKSHEET 8B

### 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 \_\_\_\_\_