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
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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