

# Which one of these is computer software?

1. Monitor
2. Windows
3. System case
- 4- Scanner

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## Which one of these is application software?

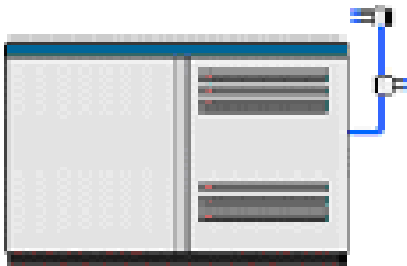
1. Graphics card
2. Word processing
3. Central Processing Unit (CPU)
4. Hard Disk

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**Which of these computer types is the fastest at performing computer calculation?**

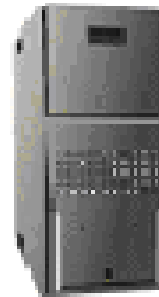
**Mainframe  
Computer**



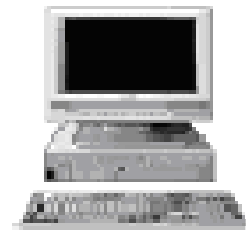
**Laptop**



**Server**



**Personal  
Computer**

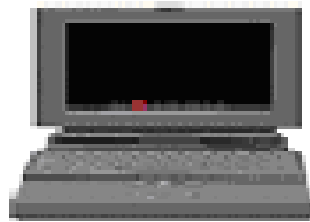


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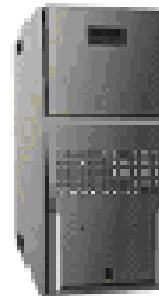
**Mainframe  
Computer**



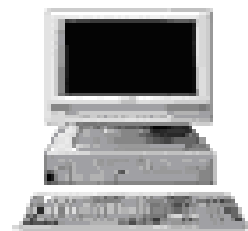
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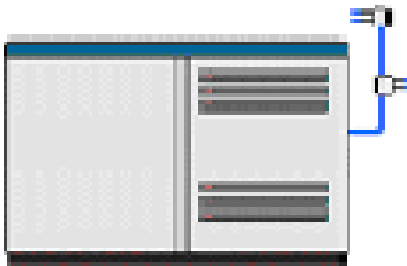


**Personal  
Computer**



**Which of these computer types is the most powerful ?**

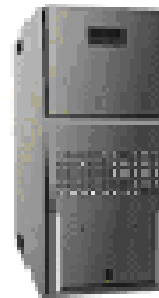
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Computer**



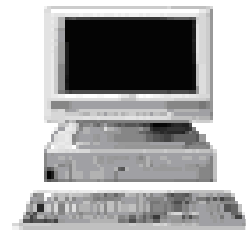
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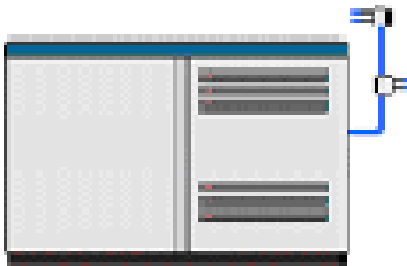


**Personal  
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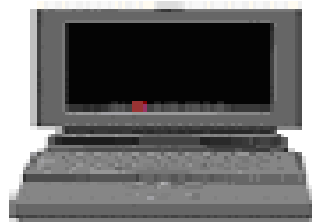


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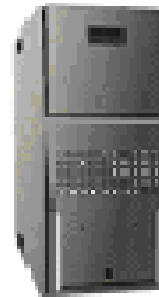
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Computer**



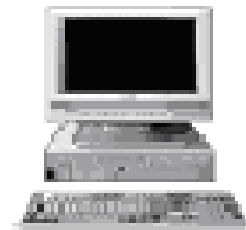
**Laptop**



**Server**



**Personal  
Computer**





**1. Which one of the following statement  
2. is true about ROM (read-only memory):**

- 1) It is wiped clean when you switch off the computer.**
- 2) It stores the computer's operating system.**
- 3) It cannot be modified by the user.**
- 4) It is loaded from your hard disk when you switch on the computer.**

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**Which one of these types of computer memory is permanent and unchanging?**

- 1. Random Access Memory.**
- 2. Working Memory.**
- 3. Virtual Memory.**
- 4. Read-Only Memory**

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**Drag each of statement to below the type of the computer memory it describes.**

RAM

ROM

The Operating System is loaded into this when the PC is switched on.

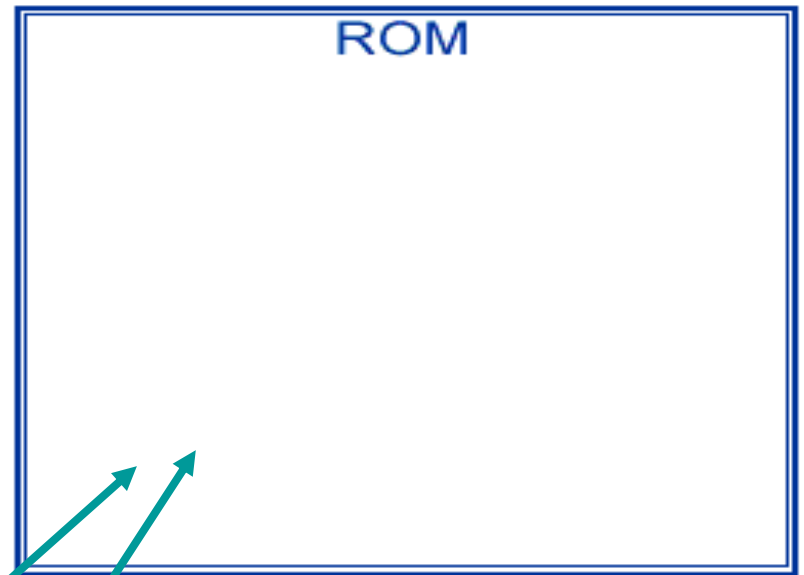
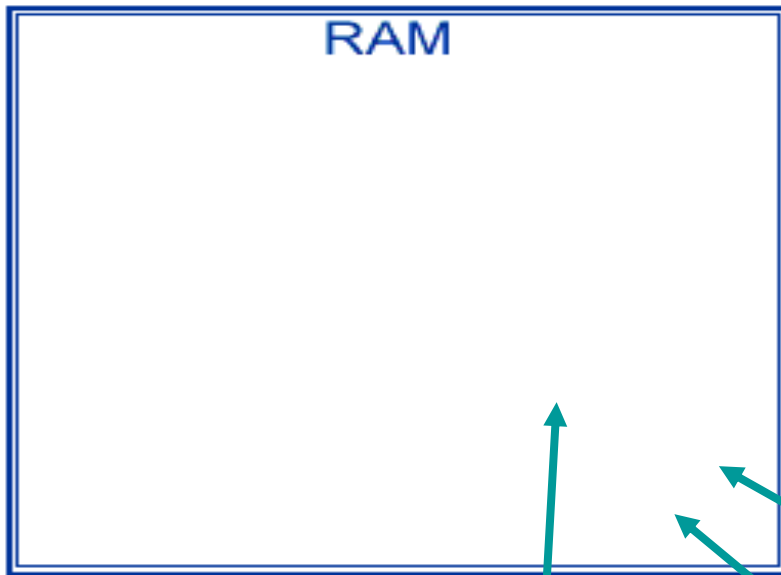
The contents of this disappear when the PC is switched off.

The contents of this are fixed during the manufacture of the PC.

The contents of this change constantly as the PC is used.

You cannot write to this type of memory.

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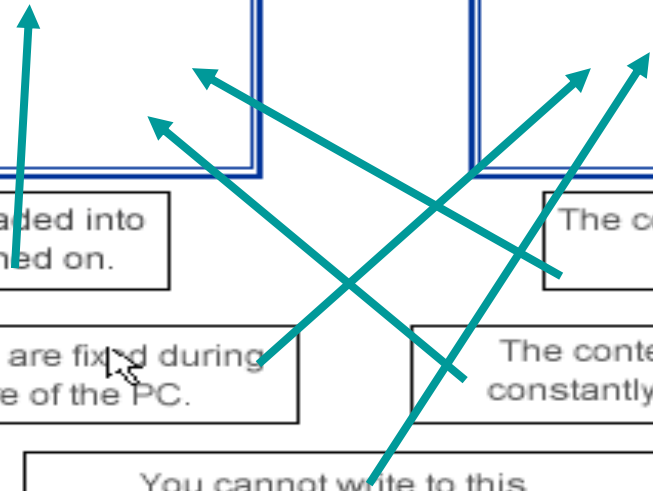
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**the speed of a computer CPU can be measured in:**

- 1. Megabytes - Gigabytes**
- 2. Megahertz - Gigahertz**
- 3. Megawatts - Gigawatts**
- 4. Megacycles - Giga cycles**

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**Which of the following best describes a graphical user interface (GUI):**

- 1. Using windows, a mouse and icons to operate a PC.**
- 2. Visual online help provided with a software application.**
- 3. Software designed to produce technical diagrams.**
- 4. Using a series of typed commands to operate a PC.**

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3. A system using windows, pointer and icons to operate a computer.
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**Sort these units of data by increasing order of size**

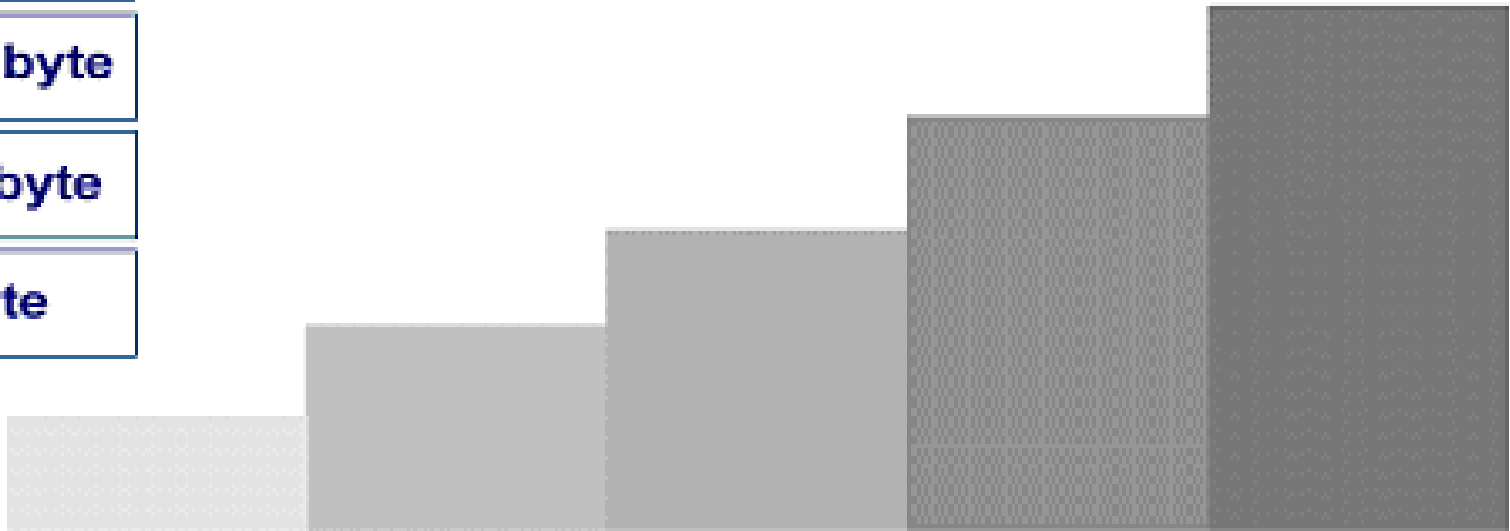
**Megabyte**

**Terabyte**

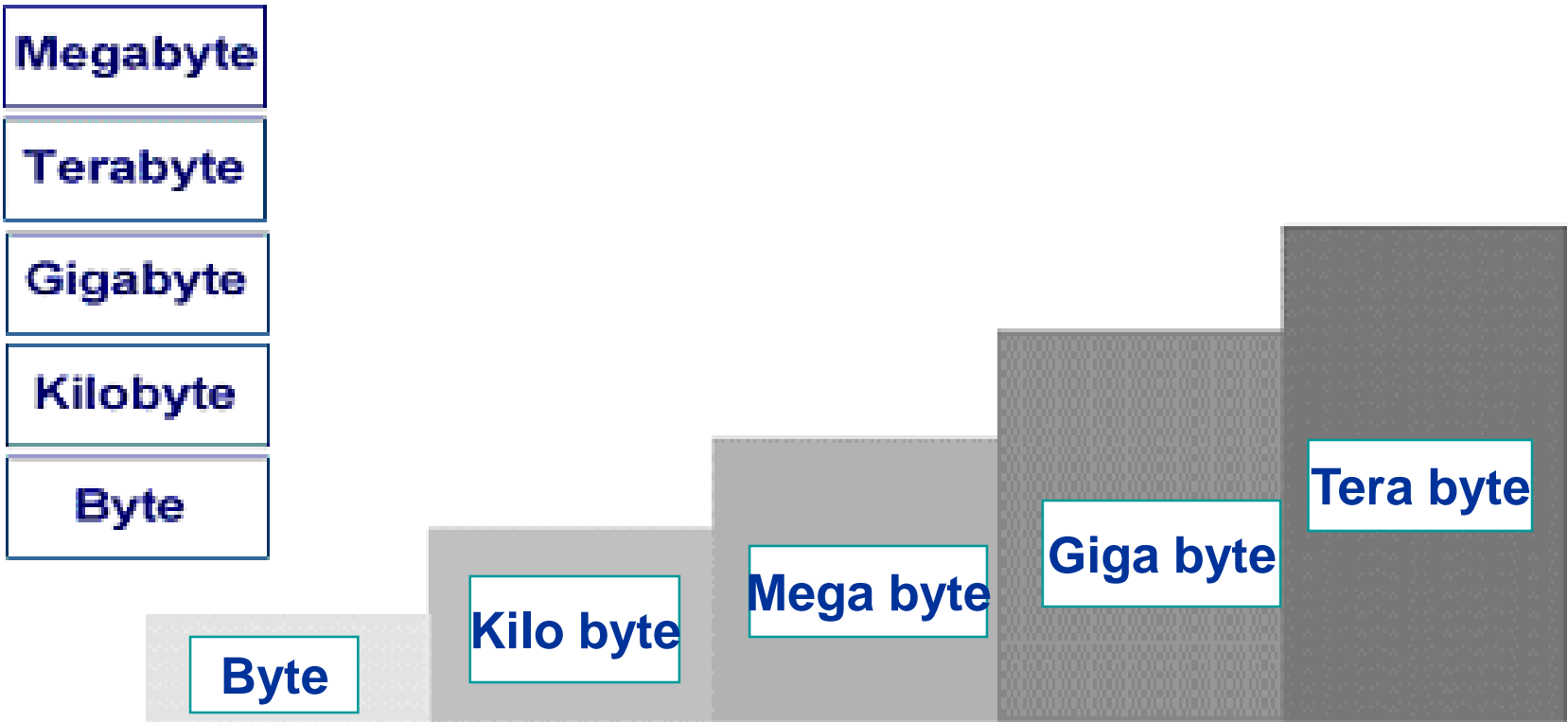
**Gigabyte**

**Kilobyte**

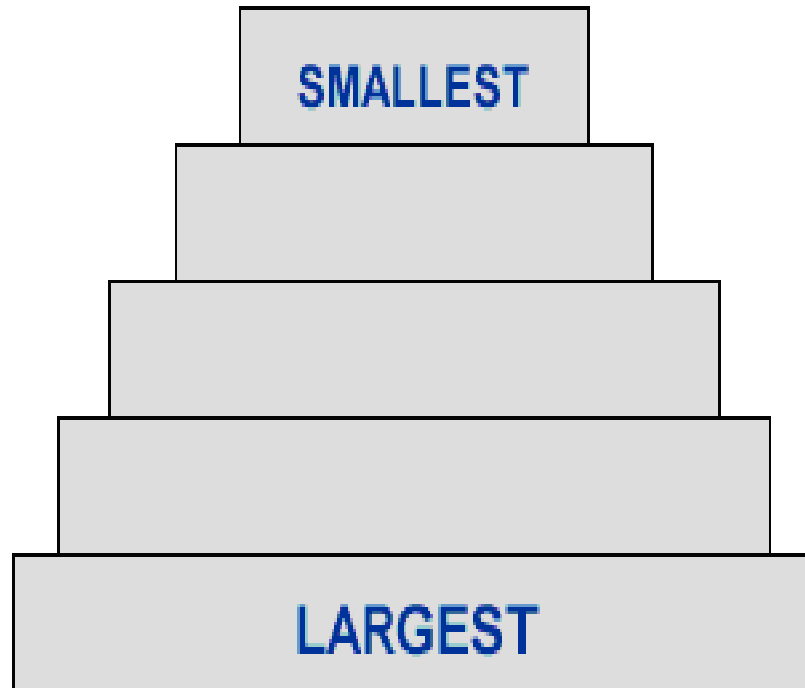
**Byte**



# Sort these units of data by increasing order of size



Use click and drag to sort these unit of data by size, with the **LARGEST** stored at the bottom. If necessary you can click on a label to restore it to its original position



Byte

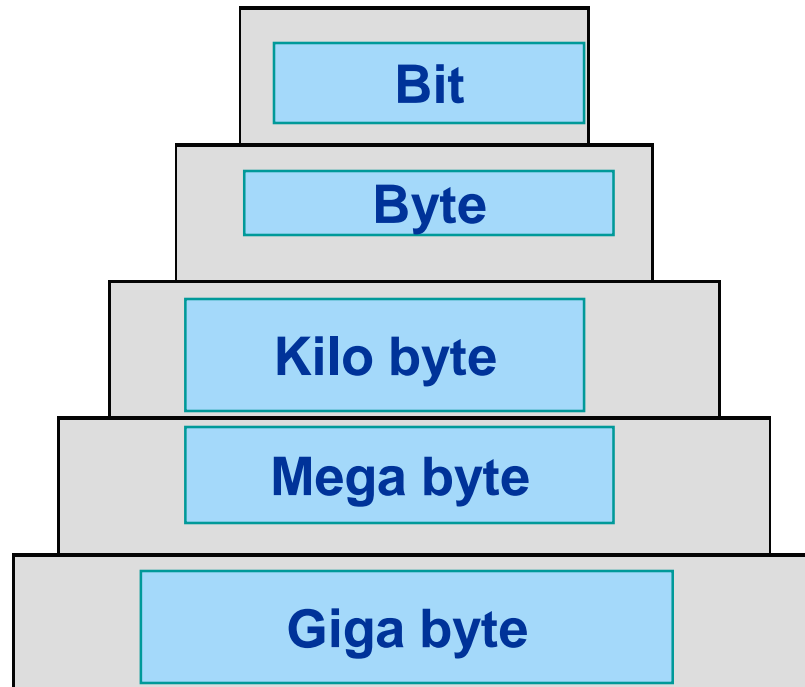
Kilobyte

Gigabyte

Megabyte

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Byte

Kilobyte

Gigabyte

Megabyte

Bit



**Which one of these statements about formatting computer storage media is true?**

1. Disks are automatically formatted when you save a file.
2. A used floppy disk cannot be reformatted.
3. Unformatted disks need operating system data written to them before they can store files.
4. A full format does not erase data your disk.

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# Drag these statements into the correct boxes:

**True**

Formatting is the process of saving data onto a floppy disk

Full disk formatting completely erases the previous contents of a disk

You cannot purchase pre-formatted disks

All disks need to be formatted before they can store files

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**False**

# Drag these statements into the correct boxes:

True	Formatting is the process of saving data onto a floppy disk	False
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# **Which one of these stages of software development is the first to be completed**

1. Design
2. Analysis
3. Programming
4. Testing

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**Which one of these stages of software development is the last to be completed**

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2. Analysis
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Drag each of the stage of development into logical order

Stage 1

Stage 2

Stage 3

Stage 4

Programming

Design

Testing

Analysis

Drag each of the stage of development into logical order

Stage 1	Stage 2	Stage 3	Stage 4
analysis	design	programming	testing
Programming	Design	Testing	Analysis

**Which two of the following have a significant influence on the speed at which a computer performs?**

1. Installing new application.
2. Clearing all the unwanted files off a hard disk.
3. Installing a smaller monitor.
4. Increasing the amount of RAM.
5. Adding a CD-ROM drive

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**Which one of the following does not influence the performance of a computer?**

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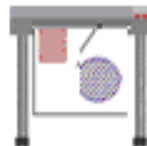
**Input Devices**



Light pen



Printer



Plotter



Mouse



Speaker

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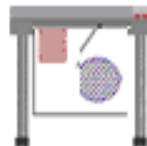
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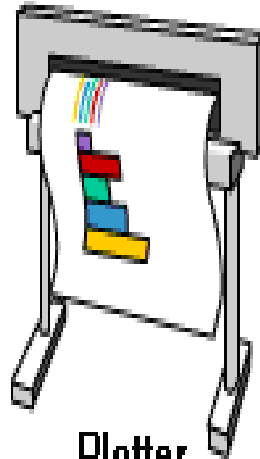


Speaker

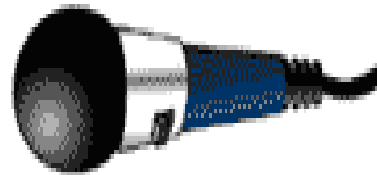
**Which one of the following devices can be used to output data to a computer?**



Keyboard



Plotter



Microphone

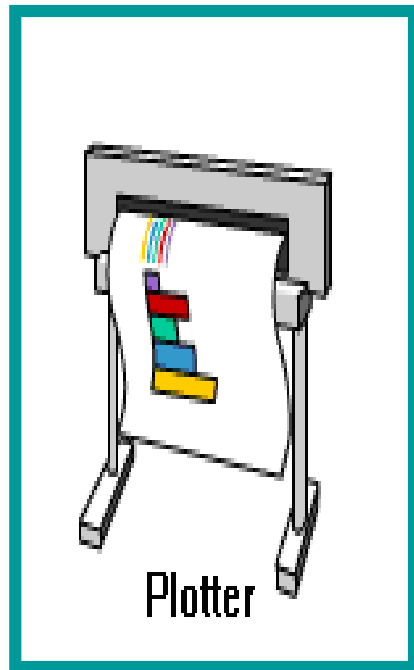


Scanner

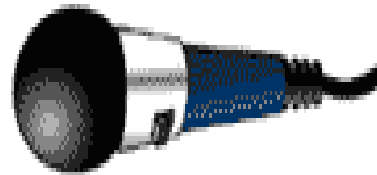
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Plotter



Microphone



Scanner

**Which one of the following devices can be used to output and input data**



Printer



Light pen



Touch screen



Speaker

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Printer



Light pen



Touch screen



Speaker

**Drag each graphic into the box containing its description.  
If necessary you can click on a label to restore it to its  
original position.**

Data Storage	Contains the CPU	Output Device	Input Device



**Drag each graphic into the box containing its description.  
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original position.**

**Data Storage**

Hard disk



**Contains the CPU**

System  
case



**Output Device**

Monitor



**Input Device**

Mouse





**Match each media type to the backup situation for which it is most appropriate. If necessary you can click on a label to restore it to its original position.**

Very cheap means of backing up 1 Mb of text files

Archiving 1.8Gb of graphic files that are not currently needed.

Backing up 1.8Gb of files you are currently working on.



2Gb Back-up Tape

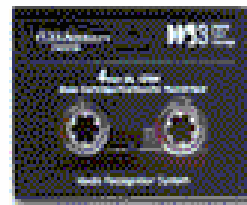
2Gb Hard Disk

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**2Gb  
Hard Disk**

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Archiving personnel records.

Backing up a text file.

Storing 1.5Gb of work in progress.



2Gb Back-up Tape

2Gb Hard Disk

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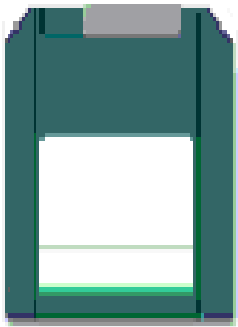


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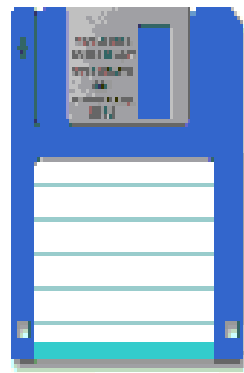


2Gb Hard Disk

**Which one of these types of storage provides the fastest access to data?**



**Zip disk**



**Floppy diskette**

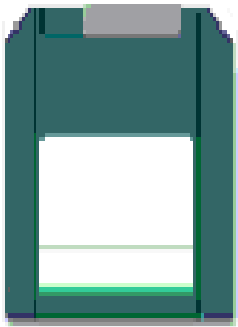


**Hard disk**

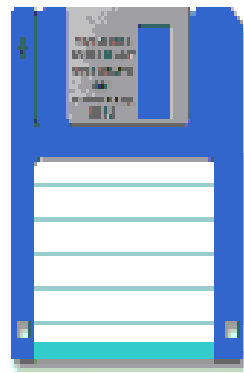


**CD-ROM**

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**CD-ROM**

# 1. Which two of these are operating systems?

1. Linux
2. Mac OS
3. Outlook
4. Internet Explorer
5. Google

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2. [Mac OS](#)
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**Which one of the statements correctly completes the following sentence?**

**A computer's operating system:**

1. is the last program to load when you start the computer.
2. does not control devices connected to the PC.
3. is not necessary on high-powered personal computers.
4. instructs the screen to display data entered with the keyboard.

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4. enable ALL the other programs to run.

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2. Operating System Software
3. Database Software
4. Desktop Publishing Software

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**Which one of the statements about computer applications is true?**

1. The same version of an application will work on any type of computer.
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3. They enable users to carry out specific tasks word Processing.
4. They are the only programs that you need to use a PC.

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# Drag each description into the appropriate box:

An Operating System	You can run more than one at the same time	A Software Application
	Sets up the look and feel of your computer interface	
	Controls the hardware and software of your computer	
	This can be used to edit data files	

# Drag each description into the appropriate box:

## An Operating System

Sets up the look and feel of your computer interface


Controls the hardware and software of your computer

## A Software Application


You can run more than one at the same time


This can be used to edit data files


# Drag each description into the appropriate box:

 Word Processing

 A Web Browser

 A Multimedia Application

 A Spreadsheet Application

 An Accounting Application

To view web pages

Produce a catalogue containing graphics

Create interactive learning material

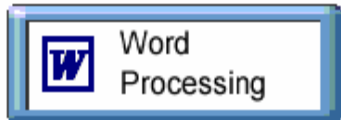
Payroll and stock control

Produce charts and graphs

## Drag each description into the appropriate box:



To view web pages



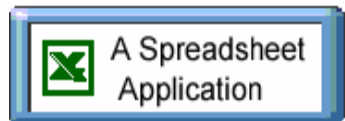
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Create interactive learning material




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**Drag each description into the appropriate box:**

 A Database Application


Creating letters, faxes or memos etc.

 Desktop Publishing


Makes financial projections

 A Presentation Application

Creates overhead projections or slides

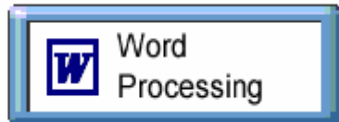
 Word Processing

Sorting large amounts of information

 A Spreadsheet Application

Producing a newspaper with complex page layouts

**Drag each description into the appropriate box:**



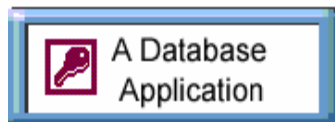
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**Sorting large amounts of information**



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**Drag each description into the appropriate box:**

 Word Processing

 Desktop Publishing

 A Multimedia Application

 A Database Application

 A Spreadsheet Application

Creating a list of contact details.

Producing complex magazine layouts

Working out budgets

Creating interactive training materials

Creating letters and business documents

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A Database  
Application

**Creating a list of contact  
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Desktop  
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A Spreadsheet  
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**Working out budgets**



A Multimedia  
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**Creating interactive  
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Word  
Processing

**Creating letters and  
business documents**

**Which one of these statements about the speed of connecting to the Internet is true?**

- 1) Data transfer is slower with digital line than with analog line.**
- 2) The processor speed of the computer affects the speed of data transfer on the Internet.**
- 3) A 14.4Kbps modem transfers data more slowly than a 56.6Kbps modem.**
- 4) The speed of data transfer does not vary significantly with the time of day.**

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**Which one of these is the type of network that links computers in a single site or location?**

- 1. LAN**
- 2. Internet**
- 3. PSTN**
- 4. WAN**

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**Which one of these is the type of network that links computers in different cities or countries?**

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## **Which two statements about Local Area Network (LANs) are true?**

- 1. Application cannot be shared over a LAN.**
- 2. Authorized users can access and data stored anywhere on a LAN.**
- 3. Telecommunications services cannot be shared over a LAN.**
- 4. Large data files can be transferred computers using a LAN.**
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**Which one of the following is digital line, used for both voice and data?**

- 1. ISDN**
- 2. FTP**
- 3. PSTN**
- 4. HTTP**

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3. **PSTN**
4. **HTTP**

**Which one of the following statements applies to PSTN?**

- 1. A network designed to transmit high-speed digital data.**
- 2. It's the internet email system**
- 3. It's a form of satellite communication**
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## **The term ADSL stands for:**

- 1. Anonymous Digital Service Line.**
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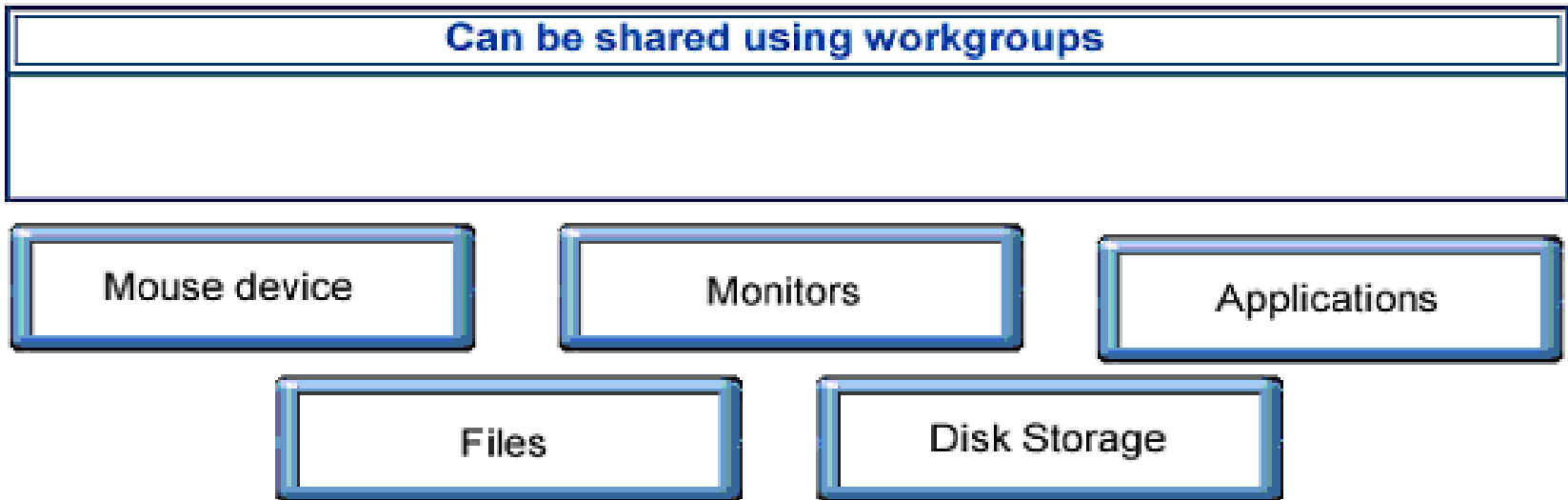
**The device that links computers to telephone networks by converting digital and analog signals is called a:**

- 1. Transcoder**
- 2. Digitiser**
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**Computer workgroup enable which three of these resources to be shared by multiple users at the same time?**



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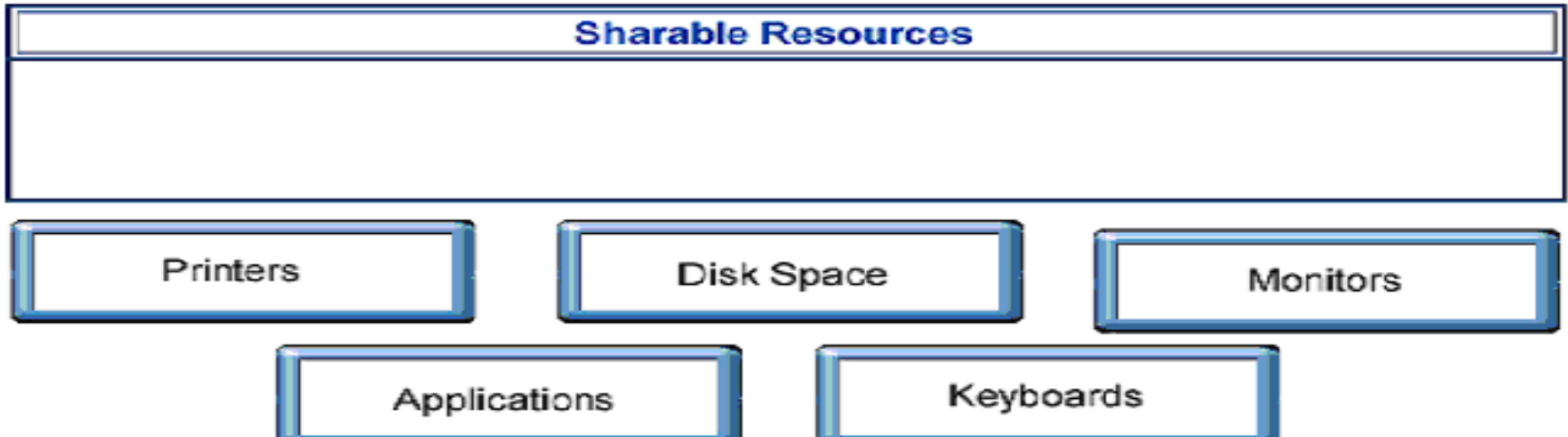
Can be shared using workgroups

Files

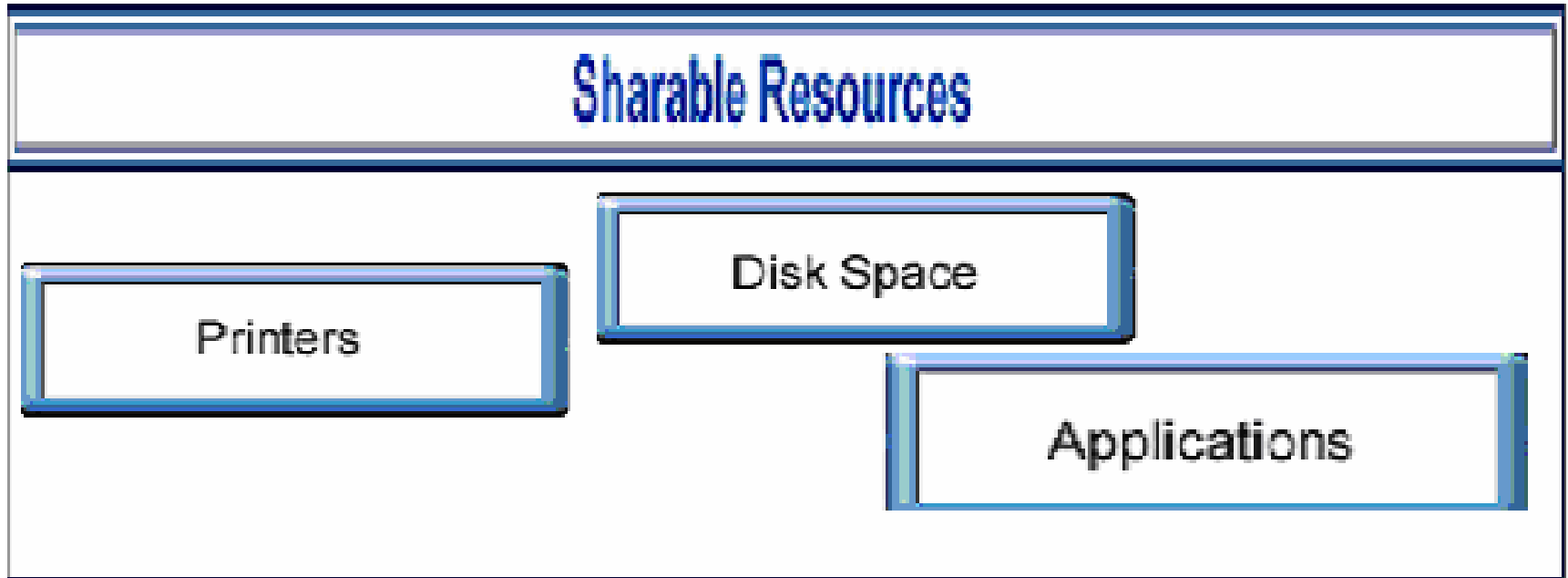
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**Which one of the following statement best describes the Internet?**

- 1. An internal network, using e-mail and Web, within a single organization.**
- 2. A global network of computers providing services such as e-mail**
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## **The Internet is the name that is given to:**

- 1. The physical equipment used to connect computer systems all over the world.**
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**Which one of these statements about connecting to the Internet is true?**

- 1. ISP stand for Internet Service provider**
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**Which one of the following best describes an intranet?**

- 1. A network which can only be accessed using an ISP**
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- 1. A network using web and e-mail to share data between organisations**
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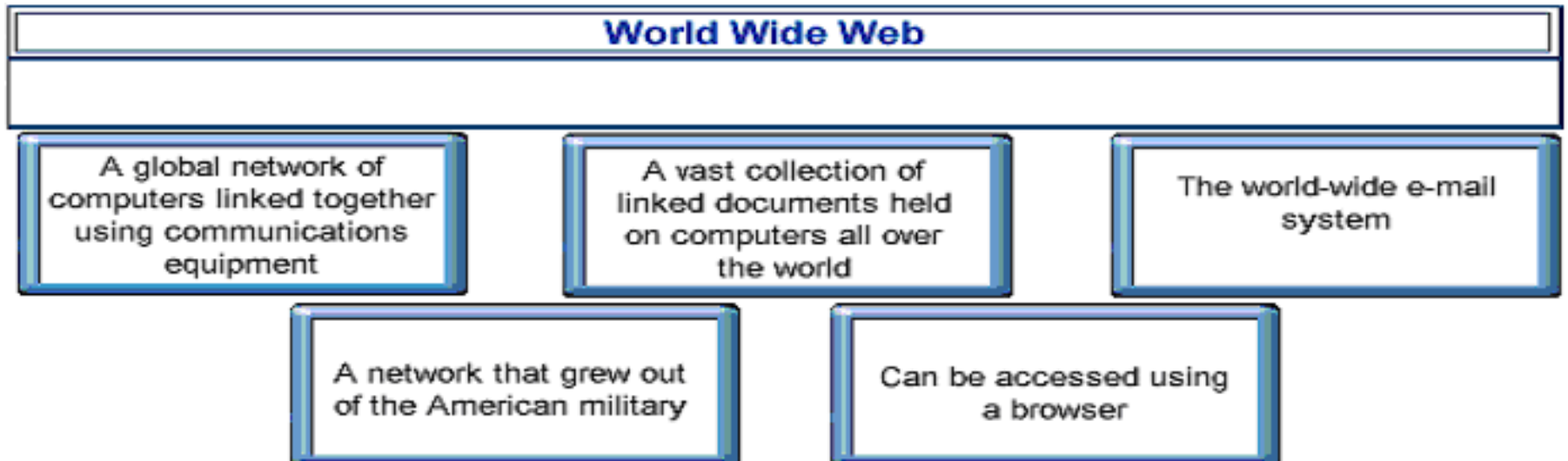
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**drag two of the statements that describe the world wide web into the box**



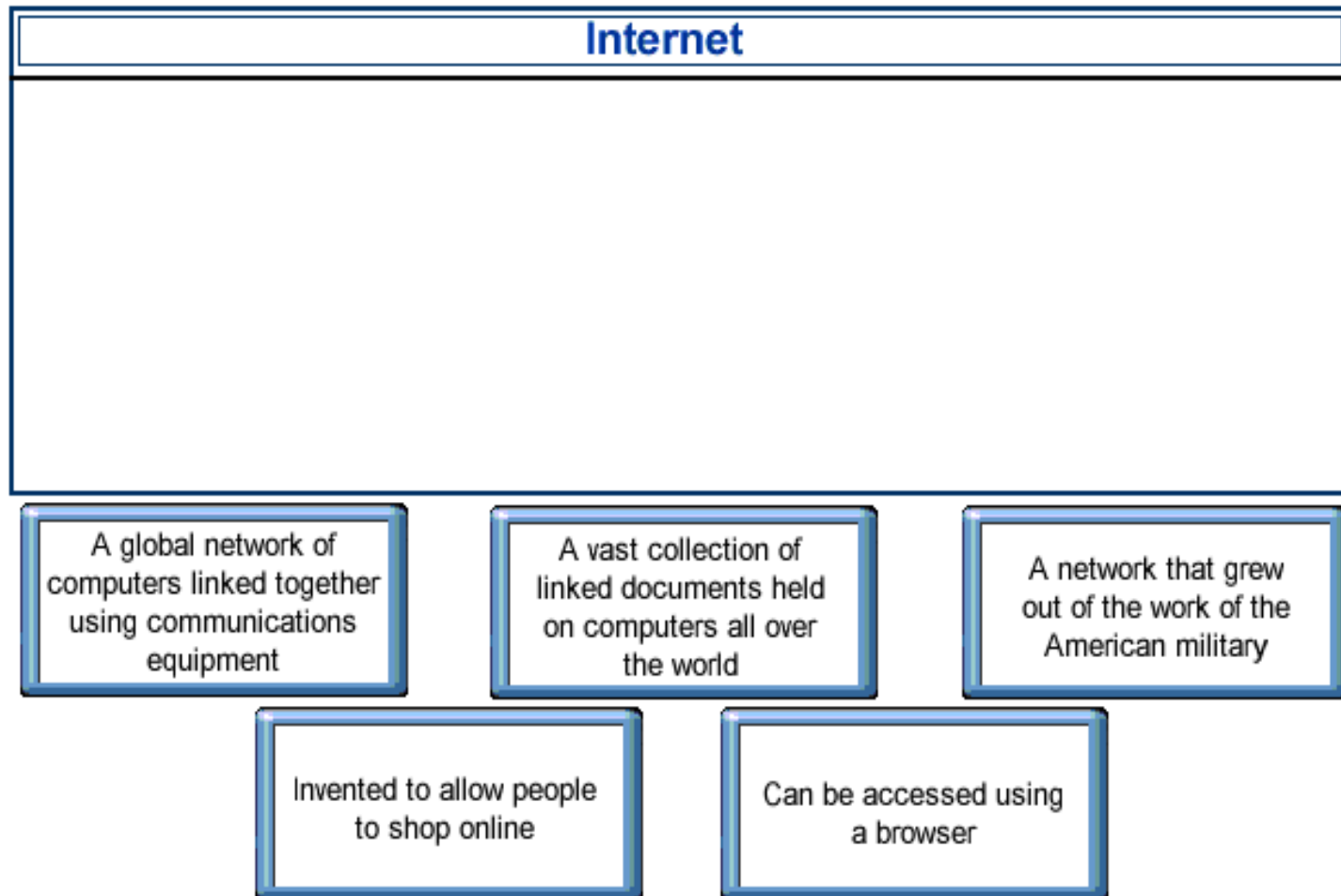
**drag two of the statements that describe the world wide web into the box**

## World Wide Web

A vast collection of linked documents held on computers all over the world

Can be accessed using a browser

**drag just the two statements that describe the Internet into the box**



**drag just the two statements that describe the Internet into the box**

## Internet

A global network of computers linked together using communications equipment

A network that grew out of the work of the American military

# large-scale computer applications are increasingly used in business

Check policy details.  
Analyse statistics to  
estimate premiums.  
Provide quotes for  
premiums.

Check an account.  
Transfer funds.  
Apply for loans.

Administer  
employee payrolls.  
Process orders.  
Track invoices.

Check timetables.  
Purchase tickets.  
Check ticket  
availability.

Online banking

Insurance claim  
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Airline booking

Business  
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Check policy details.  
Analyse statistics to estimate premiums.  
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Check ticket availability.  
List customers' dietary needs.  
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Check your balance.  
Transfer funds.  
Apply for loans.

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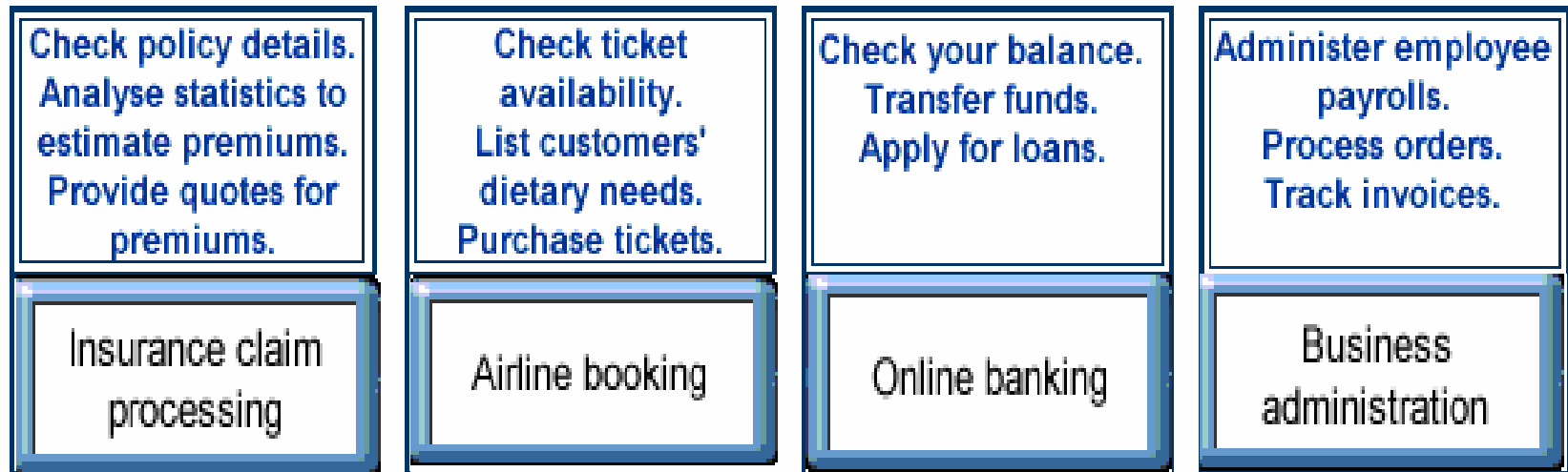
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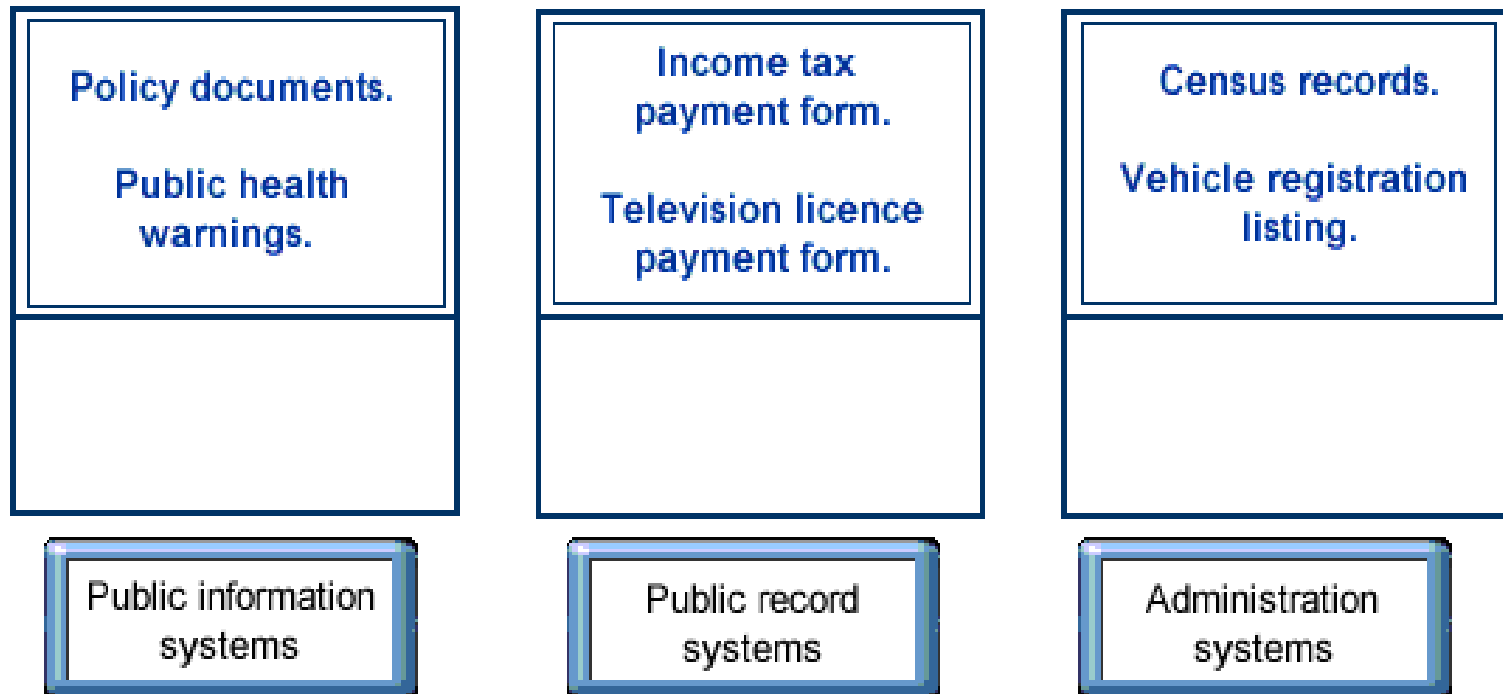
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# large-scale computer applications are increasingly used in government



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Policy documents.

Public health warnings.

Public information systems

Income tax payment form.

Television licence payment form.

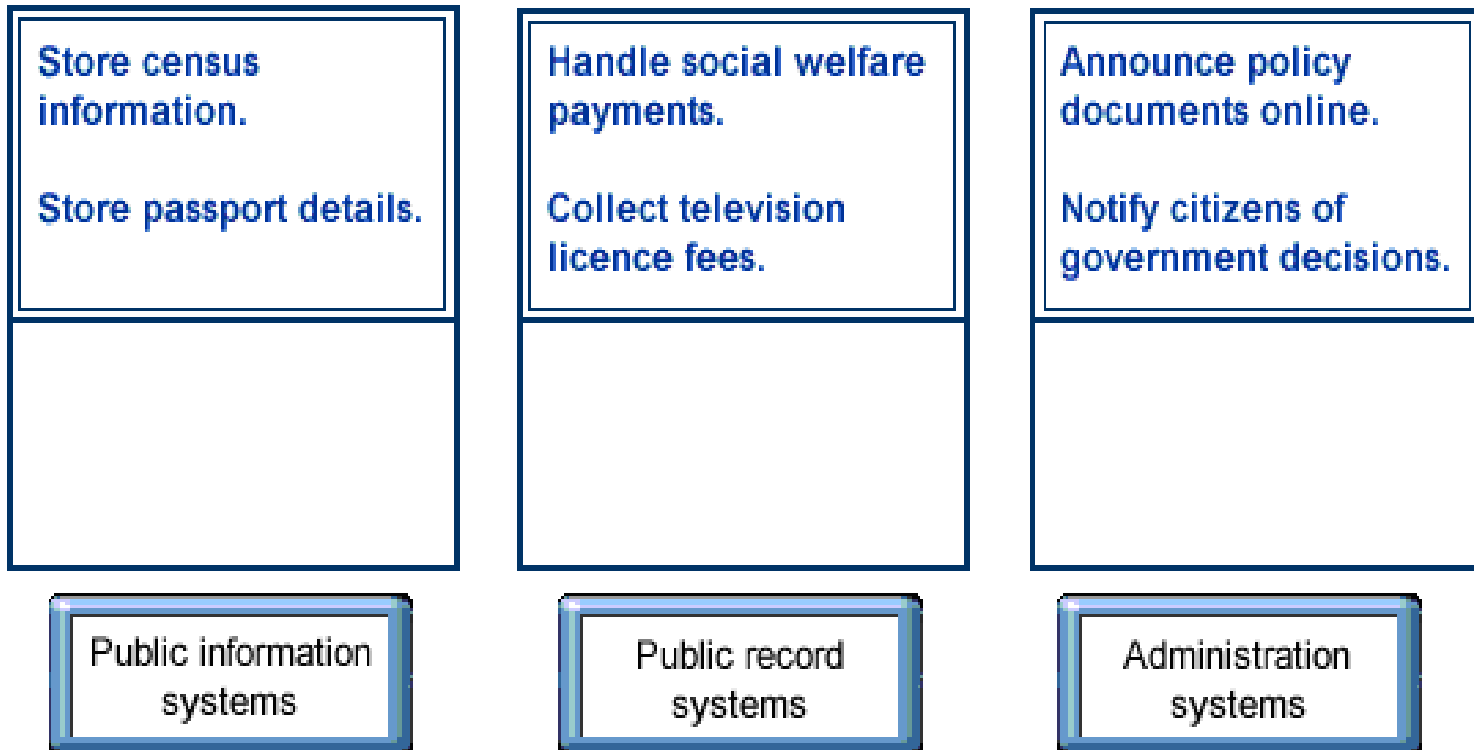
Administration systems

Census records.

Vehicle registration listing.

Public record systems

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## large-scale computer applications are increasingly used in government

Store census information.

Store passport details.

Public record systems

Handle social welfare payments.

Collect television licence fees.

Administration systems

Announce policy documents online.

Notify citizens of government decisions.

Public information systems

**For which one of these tasks would a computerized solution be more appropriate?**

- 1. Calculating payroll for staff**
- 2. Solving staff relations**
- 3. Motivating staff**
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**Drag the two statements that show why computers can be useful into the graphic computer screen**

They can rapidly sort large amounts of data.

They can prevent users from making mistakes.

They can carry out complex calculations accurately.

They never stop working.

They are more intelligent than people.



**Drag the two statements that show why computers can be useful into the graphic computer screen**



**For which two of these tasks would people be more appropriate than computers?**

- 1. Calculating payroll for staff**
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- 1. Establishing bed availability**
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## Which of the following are examples of large-scale application of computer in education?

Computer based education

Student registration systems

Provide student counselling

Distance learning

Researching homework on the internet

Coaching of slower students

Uses traditional methods

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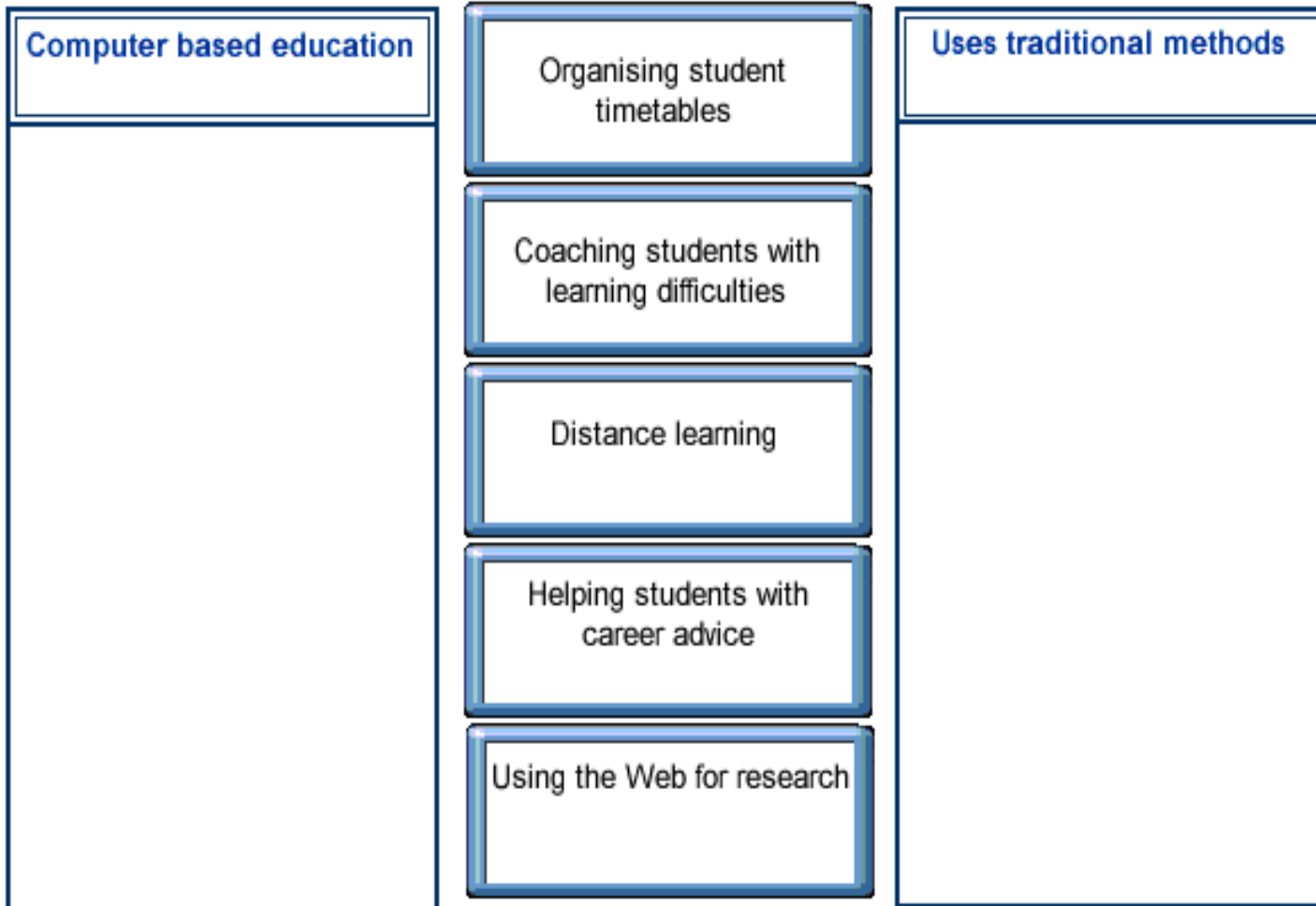
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**Three of the following are examples of computer uses in education.**



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**Computer based education**

- Organising student timetables
- Distance learning
- Using the Web for research

**Uses traditional methods**

- Coaching students with learning difficulties
- Helping students with career advice

## What is the meaning of the letter e in the word e-mail?

1. **Express**
2. **Electric**
3. **Electronic**
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**Which one of the following activities is best suited for e-mail?**

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**Which one of the following statements about teleworking is true?**

- 1. More human contact with the team**
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- 1. Initial shipping of goods is free**
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**Which one of the following contributes to a goodworking environment for a computer operator?**

- 1. locating the PC close the printer.**
- 2. Elbow and wrist support.**
- 3. High level contrast between the screen brightness and other lighting.**
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- 1. Bright fluorescent lighting.**
- 2. Use a mouse mat with wrist support.**
- 3. Turning up screen contrast.**
- 4. Use of a monitor filter to reduce glare.**
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**You can reduce the risk of repetitive strain injury by one of the following actions:**

- 1. using an adjustable chair.**
- 2. Sitting with your feet firmly on the ground.**
- 3. Using an anti-glare screen.**
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- 2. Setting the screen facing the window.**
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- 2. Using a wireless mouse**
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**Which on of the following statement about safety precautions when using computers is true?**

- 1. Faulty cables should be repaired using insulating tape**
- 2. You should shut down your PC by unplugging it from the electricity supply**
- 3. There is no safe way to run cables across open areas**
- 4. More than one computer should not use the same power socket**

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**Which one of these actions demonstrates poor health and safety practice?**

- 1. Installing too much software on a computer**
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- 3. Turning off the power without first shutting down the PC**
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## **Which statement about computers and environment is true?**

- 1. Running an animated screensaver saves power**
- 2. Printer toner cartridges can be recycled**
- 3. You can't recycle paper from a laser printer**
- 4. Laptops on standby use more electricity than when running normally**  
**Running an animated screensaver saves power**

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## **Which statement about computers and environment is true?**

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**Electronic document help to save paper, while other documents are best printed out.**



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**Should be printed**

Planning applications

Academic certificates

**Should be distributed electronically**

Help for a software application

Documents that are regularly updated

**Electronic document help to save paper, while other documents are best printed out.**

**Are best printed**

Help for a software application

**Are suitable for electronic distribution**

Guarantees

E-mail messages

Contracts

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**Should be printed**

Guarantees

Contracts

**Should be distributed electronically**

Help for a software application

E-mail messages

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## **Which two of the following statements about password are true?**

- 1. You should use the same password for everything**
- 2. You should write down your password and keep it in a convenient place**
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# Drag each of the statements about user IDs and password to relevant box:

ID

Should be changed regularly

Must be unique on the network

Identifies a specific user on a network

Not Confidential

Ensures that the person logging on is who they say they are

Password

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## **Which one of these statements describes computer backup?**

- 1. Moving all your old computer files from hard disk onto disks or magnetic tape**
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**Which two of the following statements about access rights are true?**

- 1. Are intended to protect a company's intellectual property**
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**A mobile phone which has been insured but not password protected has been stolen. Which one of the following consequences may result?**

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- 3. Paying for calls made after the theft is reported**
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**A PDA which has been backed up – but not password protected – has been stolen. Which one of the following consequences may result?**

- 1. Loss of the right to use the software that came with the PDA**
- 2. Time wasted on re-entering all the records in a replacement PDA**
- 3. Misuse of confidential files and telephone numbers**
- 4. Loss of contact details on the stolen PDA**

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**A laptop which has been password protected, but not backed up, has been stolen. Which one of the following consequences may result?**

- 1. You will have to change your e-mail address**
- 2. Confidential files can be misused**
- 3. You will need to change your password**
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Contact details for sales enquiries

Research on new products

Training materials

Management accounts

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**Click to indicate which two of the following statements about data protection legislation(قانون حماية البيانات)?**

- 1. Deals with industrial espionage between competing companies**
- 2. Can result in litigation if personal data is not adequately protected**
- 3. Means that personal data must be stored for a certain period of time**
- 4. Ensure the laws about data security are the same in every country**
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**Which one of the following statements about an organisation's information security policy is true?**

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- 1. Improve the standards for electronic storage media**
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**Which two of these statements could each be used to complete the following sentence?**

**A computer virus is a program that:**

- 1. cannot infect a standalone PC**
- 2. disappears once it has displayed a message**
- 3. can usually be detected by anti-virus software**
- 4. can be introduced when new software is installed**
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**Anti-virus software can disable a virus on your computer. This action is called:**

- 1. De-installing**
- 2. Disinfecting**
- 3. Restoring**
- 4. Scanning**

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- 1. Before accessing the Internet, you need to run a virus check**
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**1. Drag each block of text to the appropriate box:**

**Good anti-virus practice**

Opening e-mail from unknown sources

Deleting e-mail from unknown sources

Putting a virus-checked disk in a floppy drive

Downloading and running free software from the Web

**Poor anti-virus practice**

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	<p data-bbox="716 404 1238 582">Ensuring that no updates are made to your anti-virus software</p> <p data-bbox="716 618 1238 796">Regularly visiting the web-site of your anti-virus software supplier</p> <p data-bbox="716 832 1238 968">Running a virus check on an e-mail attachment</p> <p data-bbox="716 1003 1238 1132">Running software that you have received by e-mail</p>	

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# 1. Drag each block of text to the appropriate box:

**Helps to avoid the risk of spreading a computer virus**

Scanning all unfamiliar disks with anti-virus software

**Doesn't help to avoid the risk of spreading a computer virus**

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Only copying applications from your close friends

Rebooting your PC if you find a file that is infected

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- 1. an application that is used to track movement of stocks and shares**
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**Drag the two actions that are illegal into the prison cell.**

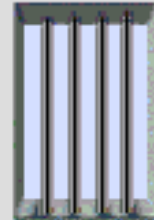
Failing to register software that you have purchased.

Copying and continuing to use freeware without paying for it.

Copying and continuing to use shareware without paying for it.

Sharing a single user licence with someone but not both using it at the same time.

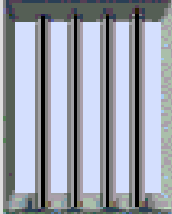
Copying someone else's commercial software for home use only.



2

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**Copying and continuing  
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