Working towards ECDL
Practice Test 1

Concepts of Information Technology (IT)

This practice test contains 18 Multiple Choice Questions (MCQ) questions giving a total of 18 marks. A standard ECDL test in Module 1 contains 36 MCQ's and the entire test represents a total of 36 marks. To pass the module the candidate has to score 27/36 (75%).

Practice Test 1

1 Which type of computer is used to operate large corporate systems and databases?
- [ ] Desktop computer
- [ ] Personal Digital Assistant (PDA)
- [ ] Mainframe
- [ ] Laptop

2 Which of the following describes the essential components of Information Technology?
- [ ] Primary, secondary and cache memory
- [ ] RAM and ROM
- [ ] Hardware, software and communications technologies
- [ ] Hardware and shareware

3 The speed of the CPU is measured in:
- [ ] Megahertz (MHz)
- [ ] Bits per second (Bps)
- [ ] Gigabytes (GB)
- [ ] Megabytes (MB)

4 Which of the following statements about formatting a floppy disk for the first time is true?
- [ ] Formatting prepares a floppy disk to store data
- [ ] Formatting backs up data onto a floppy disk
- [ ] Formatting copies a floppy disk
- [ ] Formatting unlocks a floppy disk

5 Which of the following tasks is a function of the operating system?
- [ ] Adding data to a spreadsheet
- [ ] Producing a database report
- [ ] File management
- [ ] Producing a presentation

6 Which software would you use to create a mailshot letter?
- [ ] Web browsing software
- [ ] Spreadsheet software
- [ ] Accounting software
- [ ] Word processing software

7   The computers in your office building are connected together so staff can share files
        and printers. What is this arrangement of computers called?
        ☐   FTP
        ☐   LAN
        ☐   WWW
        ☐   HTTP

8   An intranet is:
        ☐   A network operating system
        ☐   A network filing system
        ☐   A private company network
        ☐   A private company network that includes external specified users

9   Which of the following devices do you need to be able to communicate with other
        computers using the telephone network?
        ☐   CD-ROM
        ☐   Modem
        ☐   Plotter
        ☐   Speakers

10   Which of the following tasks would be more suited to a person rather than a
        computer?
        ☐   Tasks that are repetitive
        ☐   Tasks that require speed
        ☐   Tasks that require complex mathematical processing
        ☐   Tasks that require imagination

11   Which of the following is NOT a use of computer applications in a school?
        ☐   Class timetabling
        ☐   Student registration
        ☐   Computer based training
        ☐   Stock Control

12   Which of the following is NOT a feature of electronic commerce?
        ☐   Goods can be advertised and prices compared
        ☐   There is physical contact between buyer and seller
        ☐   Transactions can be processed quickly
        ☐   Services are available 24 hours a day

13   Computer use can cause repetitive strain injury (RSI). Which of the following is the
        best way to avoid this?
        ☐   Ensure your computer is in a well-lit area
        ☐   Use an operator chair without arms
        ☐   Place your monitor at the correct height
        ☐   Work with your wrists level with the keyboard

14   Which of the following statements describes a good approach to information security for an organisation?

☐ No procedures for reporting security lapses

☐ Staff passwords are not changed regularly

☐ Sensitive data is available to everyone

☐ Computer systems are backed up on a regular basis

15   Which of the following is a good password policy for an organisation?

☐ All passwords are changed regularly

☐ All passwords are never changed

☐ All passwords are made up of less than four characters

☐ All passwords are made up of less than four numbers

16   What is the best way of preventing your computer from being infected with a virus?

☐ Only virus-check e-mail attachments

☐ Have updateable anti-virus software running on your computer

☐ Have anti-virus software running on your computer

☐ Never open any e-mail attachments

17   Which of the following statements describes shareware?

☐ Shareware is software without copyright protection

☐ Shareware is free software

☐ Shareware is software you may pay for after an initial time period of use

☐ Shareware is software you can use in any way

18   There are rules governing the storage and supply of computer-based information. What are these rules called?

☐ Data Privacy Policy

☐ Data Management Act

☐ Data Protection Act

☐ Data Publicity Law