

Working towards ECDL Practice Test 2

Concepts of Information Technology (IT)

- 1 What is the name of the law for the storage and use of data in the UK?
 - A Details Provision Act
 - B Data Protection Authority
 - C Data Privacy Authority
 - D Data Protection Act

- 2 What is the best way to prevent a computer virus from entering your computer?
 - A Log out of your computer each time you have finished using it
 - B Install and use anti-virus software on your computer
 - C Do not use emails on your machine
 - D Make sure all your files are safely stored to your floppy disks

- 3 What does RSI stand for?
 - A Repeated Strain Inclusion
 - B Regular Systems Initiation
 - C Routine Structures Infection
 - D Repetitive Strain Injury

- 4 Health and safety is important when working with computers, which of the following will help to prevent injuries?
 - A Always use screen savers
 - B Ensure the office is air conditioned
 - C All trailing cables should be secured
 - D Turn the lights off at the end of the day

- 5 Which of the following systems will help to improve communications within the company?
 - A Excel
 - B Powerpoint
 - C Email
 - D Solitaire

- 6 Which is a use of e-commerce on the internet?
 - A Checking flight availability
 - B Searching for a suitable holiday
 - C Researching holiday destinations
 - D Booking a holiday

- 7 Which of the following would you use to find information on the internet?
- A Email
 - B Word Processor
 - C Search Engine
 - D Photo Editor
- 8 In the home, which of the following would you use the internet for?
- A Storing friends and family names and addresses
 - B Researching information for homework
 - C Storing your files
 - D Re-booting your computer
- 9 Which is the MAIN advantage of using a network system in the office?
- A Allows sharing of data
 - B Regular backups
 - C Costs are reduced
 - D Office procedures can be automated
- 10 Which of the following software manages the files and folders on your computer's hard disk drive?
- A Applications software
 - B Anti-virus software
 - C Systems software
 - D Utilities software
- 11 Which software application would you use to create a report?
- A Excel
 - B Powerpoint
 - C Word
 - D Publisher
- 12 Which of the following is NOT an input device?
- A Monitor
 - B Mouse
 - C Keyboard
 - D Scanner
- 13 What does GUI stand for?
- A General Utilities Intervention
 - B Graphical User Interface
 - C General User Intervention
 - D Graphical Utilities Interface