

## Working towards ECDL Practice Test 4

### Concepts of Information Technology (IT)

- 1 Which is a 'laptop' or a 'notebook'?  
A A diary or timetable application      B A portable PC  
C An electronic organiser                  D A simple word processor
- 2 Which is the main factor in the growth of the 'Information Society'?  
A Multimedia computers                    B Faster processors  
C Modems                                      D Internet
- 3 To send e-mail from home you need a computer, a modem and a service provider. What else do you need?  
A Telephone connection                    B Browser  
C Mouse                                        D Printer
- 4 Which device would you use to draw shapes on the screen?  
A Scanner                                      B Mouse  
C Optical Character Reader                D Plotter
- 5 Which of these tasks is a function of the operating system?  
A Scanning a photograph                  B Copying a file  
C Producing a database report            D Adding data to a spreadsheet
- 6 Why is it important that you have adequate lighting when using a computer?  
A To avoid back injuries                    B To avoid radiation  
C To avoid repetitive strain injuries      D To avoid eyestrain and headaches
- 7 Which of these is an input device?  
A Monitor                                      B Speaker  
C Scanner                                      D Plotter
- 8 Most computers are operating using icons and a mouse. What is this system called?  
A Graphical user interface                B Object oriented environment  
C Symbolic user interface                 D Command line interface
- 9 Which is most likely to happen after a power cut?  
A You can restart the computer and carry on with the same work  
B The computer will not function  
C All unsaved work is lost  
D Your disk drive will be damaged
- 10 Which of the following devices is used to control the software in a games programme?  
A Keyboard                                    B Bar Code reader  
C Joystick                                      D Light pen

- 11 What is the speed of the CPU measure in?  
A Bps B MHz  
C Mb D Gb
- 12 Which of the following devices sends information from the user to the computer?  
A Keyboard B System unit  
C Monitor D Printer
- 13 The computer in your office are connected together so staff can share files and printers. What is this arrangement of computers called?  
A LAN B ISDN  
C TCP/IP D WAN
- 14 A Library has a database of all its books. There are over 100,000 books and each record has Title, Author, Publisher, ISBN, date and a description. Which of the following is the amount of storage that will be required for the database?  
A 1 byte B 1 Kilobyte  
C 1 Megabyte D 1 Gigabyte
- 15 Which of the following NOT a permanent storage medium?  
A Hard disk B CD-ROM  
C RAM D Magnetic tape
- 16 Poor posture at the computer can cause backache and other problems. Which is the best way of avoiding these problems?  
A Sitting at the recommended distance from the monitor  
B Making sure your chair is the correct height  
C Using a mouse to operate programs  
D Switching off the computer when not in use
- 17 Which of the following is the MAIN advantage of a network system?  
A Increased speed of operation  
B Reduces cost  
C Allows sharing of data  
D Backs up data
- 18 Which type of software controls the allocation of resources in the computer?  
A Application software B Operating system software  
C Browser software D Utility software
- 19 A shareware program is best describe as ....  
A ... a program which may be downloaded and used for a trail period, but must be bought afterwards  
B ... a program developed by a single team and accessible by anyone in the world  
C ... a program installed on a Web site and executable on any system in the world  
D ... a free program developed by students

- 20 Computer are used in many libraries. Which of these is NOT a function carried out by the computer?
- A Date stamping books
  - B Recording loads of books to readers
  - C Issuing classifying books
  - D Producing reports on book loans
- 21 Which of the following is an example of the use of e-commerce on the Internet?
- A Checking theatre availability
  - B Booking train tickets
  - C Using e-mail
  - D Downloading information
- 22 Health and safety issues are important when using a computer. To avoid risk of injury, which of the following should always be true?
- A Trailing cables should be secured
  - B Screen savers should be installed
  - C A mouse mat should always be used
  - D Power extension cables should be used
- 23 An order processing system uses a number of tables. Which of the following tables contains personal data?
- A Produce categories table
  - B Orders table
  - C Products table
  - D Customers table
- 24 Which of the following is NOT a function of the Central Processing Unit?
- A Performing calculations
  - B Managing memory
  - C Controlling programs
  - D Displaying graphics
- 25 Which is the best way of protecting data from loss?
- A Make regular backups of the data
  - B Delete all your old files
  - C Lock your computer
  - D Change your password
- 26 Games software is most likely to be used....
- A ... in a college
  - B ... in the home
  - C ... in the workplace
  - D ... in a library
- 27 Which software would you use to create a mailshot letter?
- A Database
  - B Word Processor
  - C Desk Top Publishing
  - D Presentation Graphics
- 28 There are rules governing the storage and supply of computer based information. What are these rules called?
- A Data Prohibition Law
  - B Data Protection Act
  - C Data Storage Act
  - D Data Supply Policy
- 29 Which stage in the system life cycle ensures that the computer system will perform as expected?
- A Programming
  - B Systems Design
  - C Testing
  - D Systems Analysis

