



WORKSHEETS

MULTIPLE CHOICE | FREE RESPONSE QUESTIONS

Information Technology Foundation Course

SOFTWARE



World ORT Union





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MULTIPLE CHOICE QUESTIONS



SOFTWARE

Wordprocessors

Answer the questions by putting the chosen letter in the box on the answer sheet or by circling the correct letter.

- 1 What is a Word Processor used for?
 - A. To analyse figures
 - B. Creating and editing documents
 - C. Storing information

- 2 What hardware is essential for a word processing system?
 - A. CD-ROM, printer and keyboard?
 - B. Keyboard, monitor and printer
 - C. Monitor, keyboard and mouse

- 3 What basic tools would you find in the Edit menu of a word processor?
 - A. Clear, replace and select
 - B. Spelling, grammar and autocorrect
 - C. Cut, copy, paste and clear

- 4 What is a header in a document?
 - A. Text at the bottom of every page
 - B. Numbers which appear on every page
 - C. Text which appear at the top of every page

- 5 What does a document contain?
 - A. Data about a set of similar things
 - B. Mainly text
 - C. A set of different graphics



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MULTIPLE CHOICE QUESTIONS



SOFTWARE

Spreadsheets

Answer the questions by putting the chosen letter in the box on the answer sheet or by circling the correct letter.

- 1 What can you NOT do with a spreadsheet?
 - A. Analyse data
 - B. Calculate data
 - C. Create forms

- 2 Spreadsheets can be used for...
 - A. producing graphs
 - B. writing letters
 - C. drawing pictures

- 3 Which of the functions is not valid for performing addition?
 - A. =SUM(A3:C3)
 - B. =A3SUM:B3SUM:C3SUM
 - C. =A3+B3+C3

- 4 Which is not a valid cell address?
 - A. ADF213
 - B. ZA1
 - C. A0

- 5 What is the result of the function AVERAGE(A2:C2)?

	A	B	C
1	15	47	31
2	62	22	42
3	41	23	12
4	67	14	42

- A. 34
- B. 42
- C. 32



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MULTIPLE CHOICE QUESTIONS



SOFTWARE

Databases

Answer the questions by putting the chosen letter in the box on the answer sheet or by circling the correct letter.

- 1 What is a database?

 - A. A way to analyse and manipulate numerical information
 - B. A tool to produce high quality documents
 - C. An organised way of storing information about a set of similar things

- 2 What does a record contain?

 - A. Information about certain programs
 - B. It contains all the data about one specific item
 - C. A document which contains text

- 3 What is a report?

 - A. Reports allow users to extract information as hard copy (printed output)
 - B. Reports provide a very flexible way of creating and editing documents
 - C. A tool which allows text and graphics to be placed in documents

- 4 What is the best way to analyse and change data?

 - A. Extracting and analysing data
 - B. Spreadsheets make data easy to analyse
 - C. Using queries

- 5 What are the stages in the development of a Database?

 - A. Store, select and analyse information
 - B. Enter, search and find specific questions
 - C. Data investigation and data modelling



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MULTIPLE CHOICE QUESTIONS



SOFTWARE

Systems software

Answer the questions by putting the chosen letter in the box on the answer sheet or by circling the correct letter.

- 1 Software can be divided into two areas:
 - A. Network software and security software
 - B. Systems software and application software
 - C. Business software and games software

- 2 What is the function of systems software?
 - A. To collect data
 - B. To execute programs
 - C. To maintain security

- 3 Systems software can be categorised into:
 - A. Operating systems and system services
 - B. Network systems and communication services
 - C. Database systems and backup services

- 4 Application software are programs that are written:
 - A. To maintain a backup copy of all the information
 - B. To do a particular job such as editing, storing information
 - C. To help someone who is applying for employment

- 5 What are some popular office orientated software applications?
 - A. Compilers, interpreters, editors
 - B. Network software, backup systems
 - C. Word processors, spreadsheets, databases, DTP



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FREE RESPONSE QUESTIONS

These questions do not appear in the interactive DO IT course. If you want help to answer them you can use the navigation buttons to move to the relevant unit of the course. You may prefer to use the Contents listings. Write your answers on paper.



SOFTWARE

Wordprocessors

- 1 List the hardware requirements for a word processing system.
- 2 Who would you expect to make use of a word processing system?
- 3 Describe some of the basic text formatting available within a word processor.
- 4 Describe some of the advanced tools that may be included within a modern word processing package.

Spreadsheets

- 1 It is said that spreadsheets allow a user to work on a 'what if?' basis. Explain what this means.
- 2 Describe how spreadsheets can be used to:
 - a. Calculate data
 - b. Analyse data
 - c. Present data
- 3 What kind of information can be included within a spreadsheet cell?
- 4 What are the various ways in which someone can move around a spreadsheet?
- 5 Describe how macros can be useful to someone working with a spreadsheet.
- 6 What charts can be drawn up with a modern spreadsheet program?

Databases

- 1 What are databases used for? What kind of information can be stored on a database?
- 2 Define the following database key terms:

a. Entities	e. Primary key
b. Fields	f. Foreign key
c. Records	g. Forms
d. Tables	h. Reports

FREE RESPONSE QUESTIONS

SOFTWARE

Desktop publishing

- 1 How does DTP software differ from that of a Word Processor?
- 2 What could the home user of a computer effectively use DTP for?
- 3 Explain the words:
 - a. font
 - b. kerning
 - c. snaking

Systems Software

- 1 What four tasks does a personal computer operating system perform?
- 2 Explain when and where batch processing might be used.
- 3 Compare 'time sharing' with 'real-time'. What are the advantages of both systems?
- 4 Describe what 'protection' facilities are included within an operating system's services and why they are necessary.
- 5 Computers have progressed from a command line environment (entering text at a prompt in order to run programs) to the current state of GUI environments. Explain the effect that GUI environments have had on the computing industry, list some benefits and, finally describe the next possible computing user environment.
- 6 The development of powerful, but cheap computer processing chips has enabled industries to make use of 'real-time' processing. Describe how 'real-time' processing might be used. Consider the use of 'real-time' processing for manufacturing and explain how a modern automobile might make use of 'real-time' processing.