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ICT 2010

Which one of the following types of computer is most likely to be used by a travelling salesman?

- A desktop computer.
- A tablet PC.
- A server.
- 🖵 A laptop.

Question 1/36

Zoom Text

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Zoom Text

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Procedure **D**

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End Exam **O**

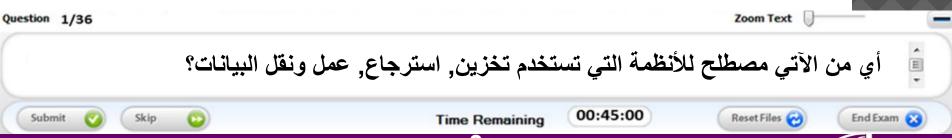
End Exam **O**

D

**D

Which one of the following is a term for systems used to store, retrieve, process and transmit data?

- Internet & Communication Technology.
- Internet & Information Technology.
- Information & Communication Technology.
- Information & Computer Technology.



Which one of the following measures the speed of the CPU? Gigahertz (GHz). Bits per second (Bps). Gigabytes (GB). Megabytes (MB). Zoom Text Question 1/36 أي من الآتي يقيس سرعة المعالج؟ 00:45:00 Reset Files Submit **Time Remaining** <a>nfocenter 3

Which one of the following is a term for an audio or video recording posted on a web site that can be downloaded and played later?

- 🔟 Podcast.
- ☐ Blog.
- → VoIP.
- RSS Feed.

Which one of the following describes a computer's operating system?

- ☐ Software that can retrieve information from a database.
- Hardware that can scan and convert photographs into digital files.
- → Software that controls the allocation and usage of hardware.
- ☐ Hardware that can record and send images across the Internet.

Question 1/36

Zoom Text

إي من الآتي يصف نظام تشغيل الحاسوب؟

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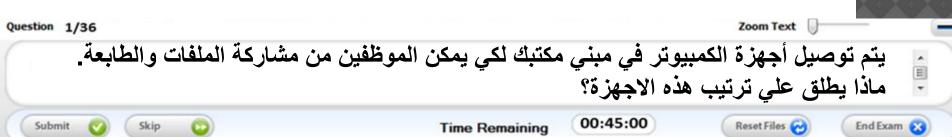
Which one of the following types of software would you most likely use to create a letter?

- Web browsing software.
- Spreadsheet software.
- Accounting software.
- Word processing software.



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

- The Internet.
- 🖳 A Local Area Network.
- ☐ The World Wide Web.
- A network port.



Which one of the following is a private network that allows specified external users access? Intranet. WorldNets. Internet. Extranet. Question 1/36 Zoom Text أي من الآتي يعتبر شبكة خاصة تسمح بدخول مستخدمين خارجين ومحددين؟ 00:45:00 Reset Files Submit **Time Remaining** <a>nfocenter 8

Which one of the following devices do you need to be able to communicate with other computers using the telephone network?

- 🔲 CD-ROM.
- 🖵 Modem.
- ☐ Printer.

Submit

☐ Speakers.

Zoom Text الأجهزة التالية تحتاجها لكي تكون قادر على التواصل مع أجهزة الكمبيوتر الأخرى التي تستخدم شبكة الهاتف؟

Reset Files

00:45:00

Which one of the following is a software application that assists users who are visually impaired to identify and interpret what is displayed on screen?

- A screen calendar.
- A word processor.
- 🖳 A screen reader.
- A web log.



Which one of the following is a common feature of e-learning? Always requires physical class attendance. Cannot download documents for later reading. Learning is self-paced. Travel time and costs are very high. Zoom Text أي من الآتي يعتبر ميزة شائعة للتعليم الإلكتروني؟ Reset Files 00:45:00 Time Remaining <a>nfocenter 11

Which one 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.



Which one of the following is the best way to maintain a good posture?

- Ensure your computer is in a well-lit area.
- ☐ Make sure that there are no cables on the floor.
- ☐ Make sure that your computer is using a fast processor.
- Make sure that your computer; desk and chair are positioned correctly.



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

- ☐ There are no procedures for reporting security lapses.
- Staff passwords are not changed regularly.
- Sensitive data is available to everyone that requests it.
- Keeping an off-site backup of all files.



Which one of the following is a good password policy for an organization?

- 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.



Which one of the following is the best way to protect a computer against computer viruses?

- Only virus-check e-mail attachments.
- Update antivirus software on a regular basis.
- Always make sure that the operating system is up to date.
- Only download files from the Internet during business hours.



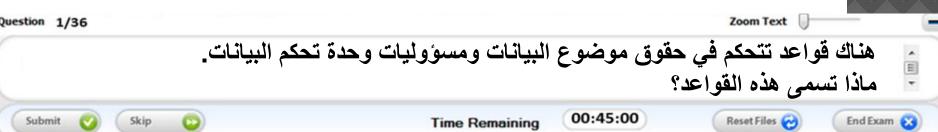
Which one of the following statements describes shareware? Totally free software that is available only on the

- Internet.
- Commercial based software that must be paid for.
- → Software available for free on a trial basis after which payment will be required.
- ☐ Copyright free software that allows unlimited copies and distribution.



There are rules governing the rights of a data subject and the responsibilities of a data controller. What are these rules called?

- Data Privacy Policy.
- Data Management Act.
- Data Protection legislation or conventions.
- Data Publicity Law.

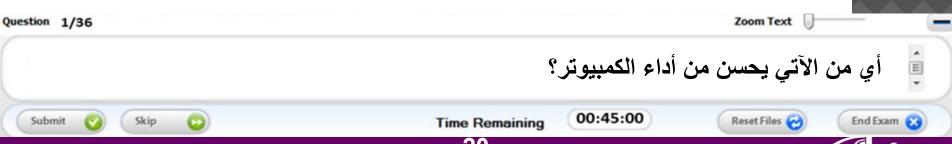


An antivirus program. A spreadsheet application. A mouse. The World Wide Web. Zoom Text أى من الأمثلة التالية هو مكون مادي؟ 00:45:00 Reset Files Submit Time Remaining <a>nfocenter 19

Which one of the following is an example of hardware?

Which one of the following would improve computer performance?

- Using a larger monitor.
- Increasing the number of applications running.
- Using a faster printer.
- Increasing the size of RAM.



Which one of the following is NOT a function of the Central Processing Unit?

- Executing program instructions.
- ☐ Ensuring program instructions are executed in
 - the correct sequence.
- 🕽 Sending e-mail.
- Carrying out calculations.



Which one of the following is both an input and output device? Touchscreen. Keyboard. Printer. Scanner. Zoom Text Question 1/36 أي من الآتي هو وحدة إدخال وإخراج معاً؟ 00:45:00 Reset Files End Exam **Time Remaining** Submit <a>nfocenter 22

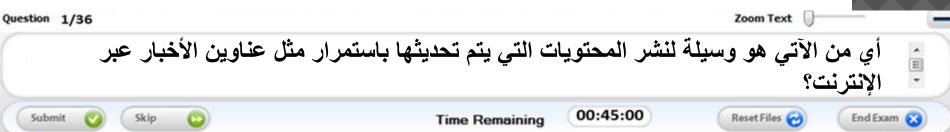
Which one of the following is a method of publishing frequently updated content such as news headlines online?

A Blog.

RSS.

A Podcast.

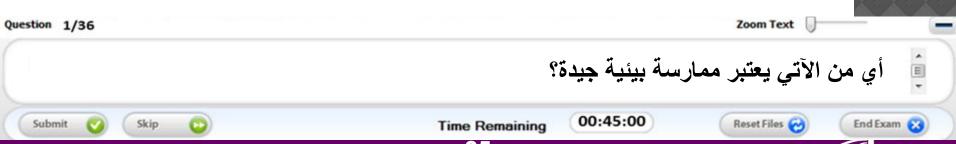
Instant messaging.



Which one of the following is an example of an operating system? iTunes. PowerPoint. Windows. Netscape. Zoom Text Question 1/36 أي من الآتي هو مثال لنظام التشغيل؟ 00:45:00 Reset Files End Exam Submit **Time Remaining** <a>nfocenter 24

Which one of the following is considered good environmental practice?

- Using a slow computer.
- \Box Printing on both sides of a page.
- Using up to date software.
- Backing up data on a regular basis.



Which one of the following statements about the Internet is TRUE?

- → The Internet is a global network that links many computer networks together.
- The Internet is a private company network.
- The Internet is a visual representation of linked documents.
- The Internet is a network operating system.



Which one of the following is an input/output port? Linear. Radial. Lateral. FireWire. Zoom Text Question 1/36 أي من الآتي هو منفذ إدخال وإخراج؟ 00:45:00 Reset Files End Exam Submit **Time Remaining** <a>nfocenter **27**

Which one of the following is an advantage of teleworking? Long commuting times. Flexible schedules. Less emphasis on teamwork. Lack of human contact. Zoom Text أي من الآتي هو ميزة للعمل عن بعد؟ 00:45:00 Reset Files **Time Remaining** 28 <a>nfocenter

Which one of the following is a characteristic of broadband? Completely safe from intruders. It has a dial up connection. High speed. Cost can vary from day to day. Zoom Text

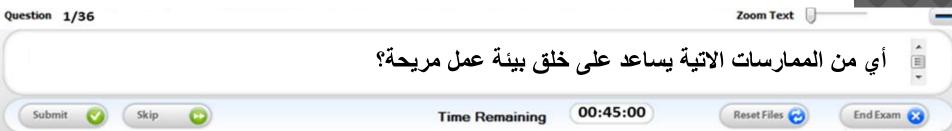
Which one of the following is a text-based communication between two or more people over the Internet?

- Podcasting.
- Really Simple Syndication.
- Voice over Internet Protocol.
- 🖵 Instant Messaging.



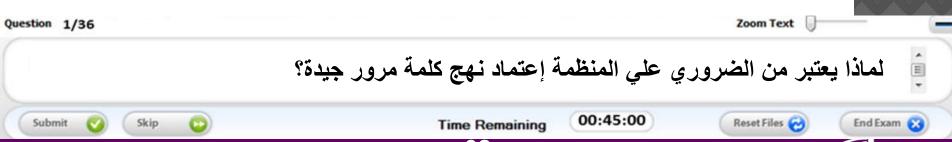
Which one of the following practices helps create a good ergonomic working environment?

- → Protecting computer monitors from reflections and glare by correct positioning.
- Taking very few breaks away from the computer.
- ☐ Keeping the office cold and using low overhead lighting.
- Use of non-adjustable chairs when working with computers.



Why is it necessary for an organization to adopt a good password policy?

- ☐ To allow easy sharing of files across the company network.
- ☐ To make it easier for the computer to connect to a network.
- To protect files against unauthorized use.
- To make it easier to find files on a computer.



Which one of the following is a way to prevent the theft of data from a computer?

- Use an up to date anti-virus program.
- Back up data on a regular basis.
- Remove the monitor when not in use.
- Set up a username and password.



Which one of the following should be carried out to safeguard files from loss in case the main copy is damaged?

Backup files to a new location on your computer.

Install password security.

Backup the files regularly and store offsite.

Install a firewall.



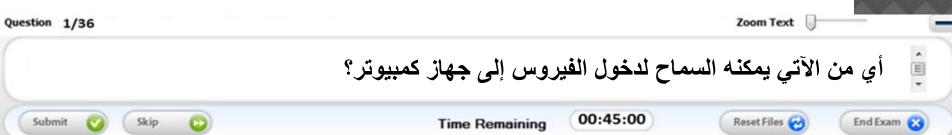
Which one of the following could allow a virus to enter a computer?

Downloading files from the Internet onto the computer.

Connecting the computer to a new printer.

Running a virus scan on the computer.

☐ Setting the computer monitor to a low resolution.



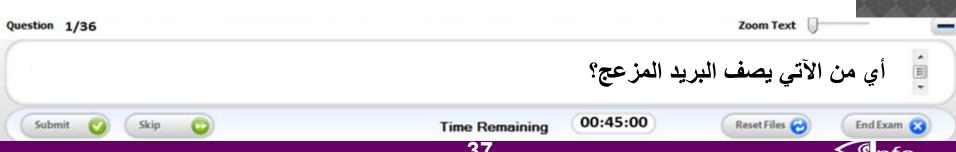
Which one of the following statements about an End User License Agreement is true?

- It gives full ownership of the software to the user of the software.
- It gives the user the exclusive right to copy and sell the software to other potential users.
- It gives the user the right to modify the software.
- It gives the user the right to install and run the software on a specified number of computers.



Which one of the following describes spam?

- Gathering information about a person or organization without their knowledge.
- Performing an unauthorized, usually malicious, action such as erasing files.
- Putting unnecessary load on the network by making copies of files.
- Sending unwanted bulk messages.



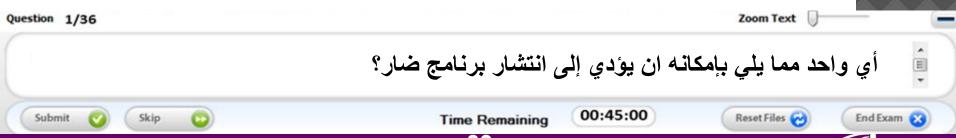
Which one of the following can protect a computer from the risk of unwanted emails?

- 🔟 Anti-spam software.
- Anti-virus software.
- Anti-spyware software.
- PC diagnostic software.



Which one of the following could lead to the spread of a malicious program?

- Using only software that has been checked for viruses.
- Maintaining regularly updated anti-virus software.
- Opening only virus-checked file attachments from known sources.
- Using a USB Flash Drive from an unknown source to exchange data.



Which one of the following protects a computer from the risk of malicious programs?

PC diagnostic software.

Web tracking software.

Anti-spam software.

Anti-spyware software.



Which one of the following describes why it is important to update antivirus software regularly?

- To ensure the software identifies old viruses.
- To protect your computer from all known viruses.
- ☐ To protect your computer from unwanted bulk messages.
- ☐ To prevent the spread of malicious programs on the Internet.

 Question 1/36
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 إلى من العبارات الاتية تصف السبب في أنه من المهم تحديث برامج مكافحة الفيروسات بشكل منتظم؟

 Submit ()
 Skip ()
 Time Remaining ()
 00:45:00 ()
 Reset Files ()
 End Exam ()

Which one of the following describes what you should do if you receive a chain letter email?

Forward the email.

Download it onto your system.

☐ Delete the email.

Send a read receipt.



Which one of the following describes a computer hacker?

- A skilled programmer who uses authorised access to exploit information available on a computer.
- A skilled programmer who secretly invades computers without authorisation.
- A skilled programmer who writes programs to train new employees.
- A skilled programmer who helps in the installation of new software for an organisation.



Which one of the following describes why firewalls are used? To prevent unauthorised access by incoming transmissions. To prevent destruction of a computer in the event of a fire. To enable easy downloading of data from web sites. To detect and disable viruses already on a computer. Zoom Text 1/36 أي مما يلى يصف سبب إستخدام الحائط الناري؟ Reset Files Time Remaining

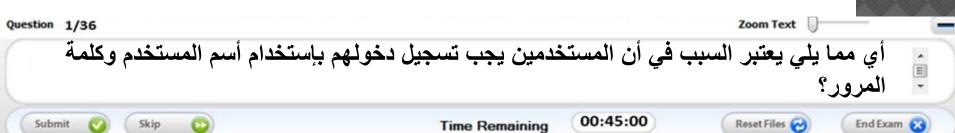
Which one of the following is MOST likely to be a hoax?

- An email from a friend you have not seen recently.
- An email with an attachment sent by a colleague using their personal email address.
- → An email asking you to go to a website for a free computer scan.
- ☐ An email advertisement from a local shop you subscribe to.



Which one of the following is the reason that users should log on with a username and password?

- To be aware of who is in the building.
- To check up on the time-keeping of users.
- To protect computers against unauthorised use.
- To enable a personalised greeting for each user.



Which one of the following statements about a password is TRUE?

- It must be changed only if it is compromised.
- It cannot contain special character symbols.
- It should be changed regularly.
- It must be registered with the system
 - administrator.



Which one of the following should be used to change your password?

- Internet Explorer.
- Anti-virus software.
- ☐ Control Panel
- Windows Firewall.



Which one of the following would be considered the BEST way to store a PIN number?

- Keep a written note of it with you bank cards.
- Store it on your computer.
- ☐ Memorise it.
- Keep a written note of it in your office drawer.



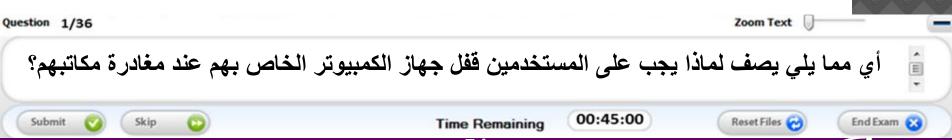
Which one of the following shows respect for confidentiality of information?

- Discussing confidential information over the telephone.
- Uploading confidential information to a shared web site.
- Emailing confidential information to a colleague.
- → Disclosing confidential information only to authorised individuals.



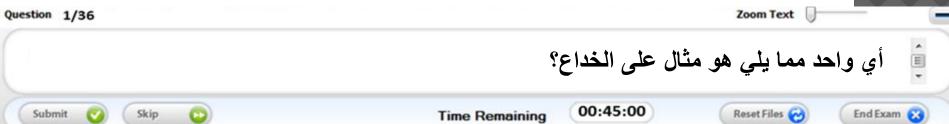
Which one of the following describes why users should lock their computer when leaving their desk?

- To prevent a waste of electricity.
- To prevent unauthorised access to data.
- To prevent data from getting corrupted.
- To prevent the computer from malfunctioning.



Which one of the following is an example of phishing?

- An email warning the recipient of a computer virus threat.
- An email directing the recipient to forward the email to friends.
- An email directing the recipient to enter personal details on a fake website.
- ☐ An email directing the recipient to download an attachment.

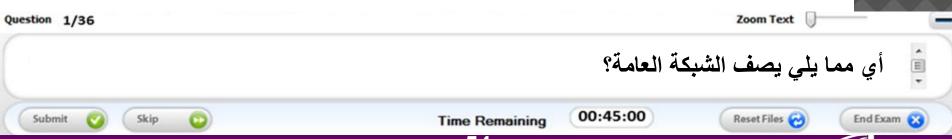


Which one of the following is unsafe online activity?

- Giving your home address to someone you met in a chat room.
- Using a screen name or nick name that cannot identify you.
- ☐ Meeting someone you met online face-to-face in the company of your parents.
- Keeping your social network profile private.

Which one of the following describes a public network?

- A network where devices outside the network cannot see or communicate directly with computers on the network.
- A network where devices outside the network can see but cannot communicate directly with computers on the network.
- A network where devices outside the network can see and communicate directly with computers on the network.
- ☐ A network where devices outside the network cannot see but can communicate directly with computers on the network.



Which one of the following describes how confidential information should be sent using an unsecured network? In an unsigned email. $oldsymbol{\Box}$ In an attachment.

In a compressed format.

In an encrypted format.



Which one of the following statements about wireless networks is TRUE?

- They cannot be intercepted by unknown users.
- They limit accessibility to other users.
- They limit visibility to other users.
- They can be accessible to other users.



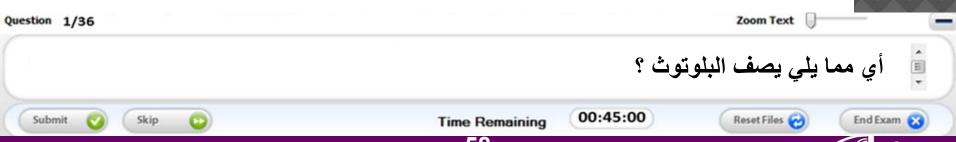
Which one of the following is the recommended action to prevent the risk of access to a network by other users?

- Disconnect the computer from the network.
- Complain to the System Administrator.
- Change the computer login password frequently.
- Adjust the Internet security settings.



Which one of the following describes Bluetooth?

- Short-range wired protocol for exchanging data.
- Short-range wireless protocol for exchanging data.
- Long-range wireless protocol for exchanging data.
- Long-range wired protocol for exchanging data.



Which one of the following describes why Bluetooth device settings should be adjusted?

- To increase the range of the device.
- To improve the quality of reception.
- $oldsymbol{\Box}_{j}$ To prevent the risk of unauthorised access.
- To reduce interference from other devices.



Which one of the following would result in the loss of contact details if it were stolen? Printer. Mobile Phone. Modem. MP3. Zoom Text Question 1/36 أي مما يلي ينتج في فقدان تفاصيل الأسماء إذا تم سرقتها؟ 00:45:00 Reset Files **Time Remaining** Submit <a>nfocenter 60

Which one of the following should you do to ensure that your USB storage device is kept safe and secure?

- Only use it in private surroundings.
- Do not access it using a Bluetooth device.
- Use firewall software.
- Never leave it unattended.



Which one of the following departments would usually hold guidelines and procedures for the secure use of IT within an organisation?

- The Marketing Department.
- The IT Department.
- The Sales Department.
- The Finance Department.



Which one of the following describes why you should follow guidelines and procedures while using IT resources in an organisation?

- To ensure easy access to information on your computer.
- ightharpoonup To ensure the secure use of IT resources.
- To ensure the IT Department is able to monitor all activity.
- ☐ To ensure the Finance Department is able to monitor the costs of IT resources.



Which one of the following should you approach if you are unsure of the IT security procedure to follow when uninstalling an application on your computer?

- A technically well-informed team member.
- ☐ The Systems Administrator.
- A senior colleague in the Finance Department.
- The Maintenance Department.



Which one of the following describes how a breach in IT security should be reported?

- Using the telephone.
- By emailing to the IT Manager.
- Using the method listed in the organisation's security policy.
- Using any means of communication.



Which one of the following describes how to find out about an organisation's privacy policy?

- By reading the office newsletter.
- By speaking to the Finance Department.
- By speaking to the Sales Department.
- By reading the policy in the organisation's policy manual.



Which one of the following would prevent the theft of a laptop? 🗇 🛮 Anti-virus software. A webcam. Spyware. A security cable. Zoom Text Question 1/36



Which one of the following could be the unexpected outcome of deleting a large group of files?

- The files would be hidden.
- An important file may be accidentally deleted.
- The files would become read-only.
- A delete file confirmation window may appear.



Which one of the following would NOT happen if a computer suddenly malfunctions?

- The operating system will fail.
- Files saved on the hard drive will be lost.
- All off-site backups will be lost.
- Some software may have to be reinstalled.



Which one of the following should you use to backup personal data?

- ☐ A labelled CD.
- A printout.
- A website offering a file sharing service.
- A friend's computer.



Which one of the following describes why it is important to have a secure off-site backup copy of files?

- ☐ To improve accessible of files from other locations.
- To speed up the process of accessing the files at any time.
- $oldsymbol{oldsymbol{arphi}}$ To prevent the loss of data in the event of a fire.
- To reduce the possibility of data theft.





Which one of the following describes how software can be stored safely?

- Storing it in a place free of magnetic fields.
- Storing it in a cupboard.
- Storing backups of the software.
- Storing it in its original packing.



Which one of the following is safe to post on a social networking website?

- A personal telephone number.
- A home address.
- ☐ Hobbies.
- A school or work-place address.



Which one of the following is most likely to cause repetitive strain injury (RSI)?

- Viewing a monitor that has a lot of glare and reflections.
- → Working where there is inadequate lighting and ventilation.
- Using a chair without arms.
- Typing for a long period of time without breaks.



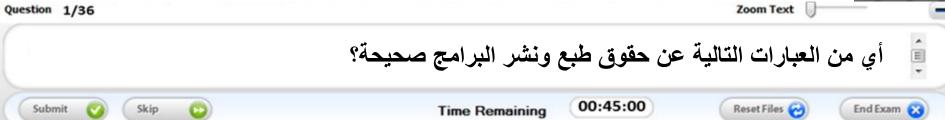
Computer use can cause repetitive strain injury (RSI). Which of the following is the best way to avoid this?

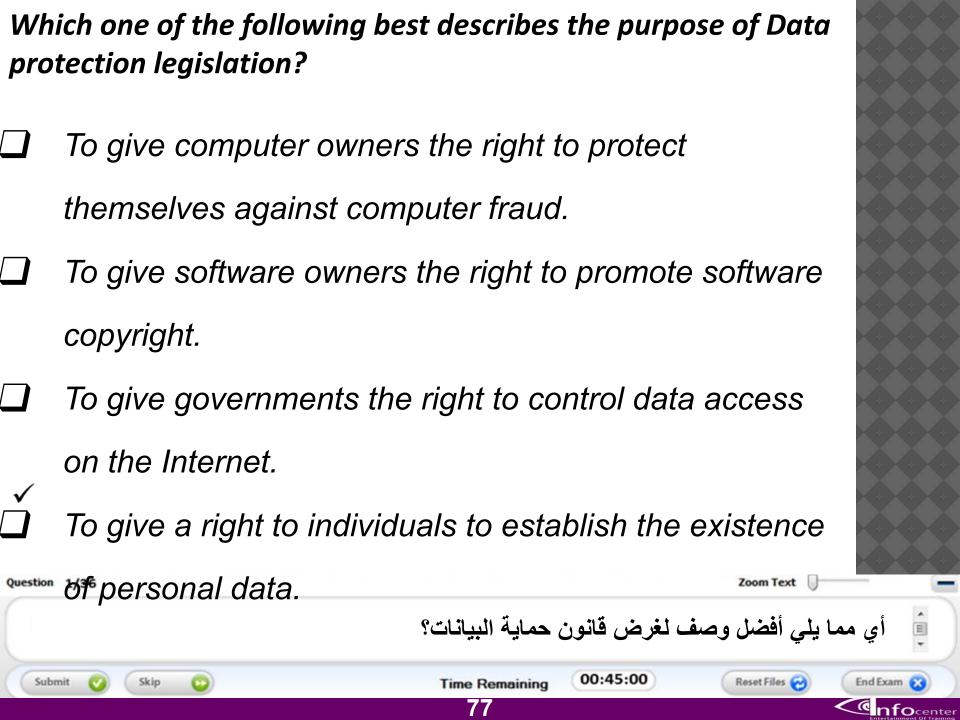
- Ensure your computer is in a well-lit area
- Use an operator chair without arms
- Place your monitor at the correct height
- ☐ Work with your wrists level with the keyboard



Which one of the following statements about software copyright is TRUE?

- Copyright promotes the illegal use of software.
- Copyright is the exclusive legal right of software authors to produce copies of their own software.
- Copyright is designed to protect a disk against computer viruses.
- ☐ Copyright will prevent a CD-ROM from being duplicated.





Which one of the following tasks could you perform in order to improve the performance of your computer?

- Add a password to your user account.
- Set up parental controls.
- Defragment the file system.
- Turn off your firewall.



Which one of the following actions is the most appropriate step to resolve a lost network connection?

- Check the router and modem are turned on.
- Check the printer is turned on.
- Update the device drivers.
- Defragment the hard drive.



Which one of the following is NOT appropriate within an organisation?

- Going to lunch with a colleague.
- ☐ Sharing files.
- Sharing your user name and password.
- Sharing your calendar.



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



Which software would you use to search for information in the internet?

- Web browsing software
- Spreadsheet software
- Accounting software
- Word processing software



An intranet is:

- A network operating system
- A network filing system
- A private company network
- A private company network that includes
 - external specified users



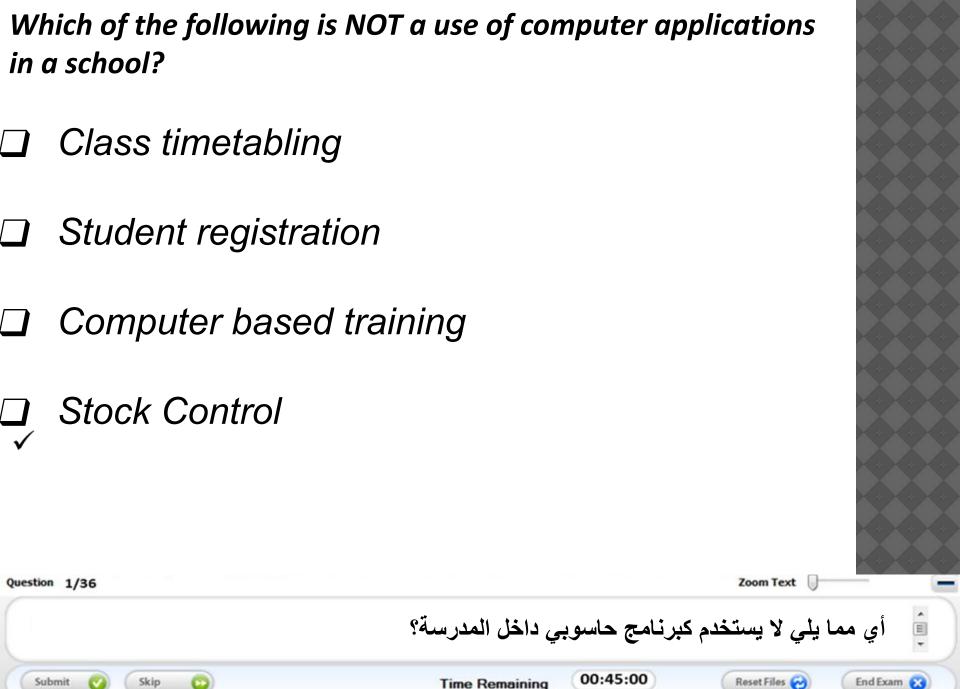
Which of the following tasks would be more suited to a person rather than a computer?

- Tasks that are repetitive
- Tasks that require speed
- Tasks that require complex mathematical

processing

Tasks that require imagination







Time Remaining

Submit

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



Disk formatting is used to: ☐ Find files on a disk Lock a disk Unlock a disk Prepare a disk to store files Zoom Text Question 1/36 تهيئة القرص تستخدم ل: 00:45:00 Reset Files End Exam **Time Remaining** Submit <a>nfocenter 87

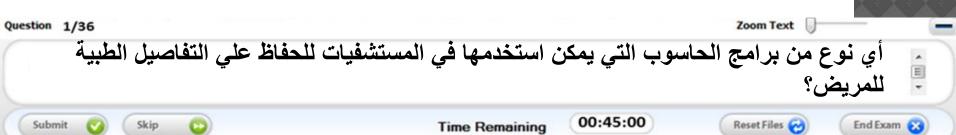
What is ISDN?

- Integrated Standard Digital Networks
- Integrated Services Digital Network
- Interactive Standard Dynamic Networks
- Internet Services Data Network



What type of computer application would be used in a hospital to maintain patient medical details?

- A desktop publishing application
- A database application
- An accounting application
- A presentation application



Which of the following is a use of the Internet in the home? Managing household accounts ☐ Formatting a disk ☐ Electronic mail (e-mail) Creating a database Zoom Text أي مما يلى هو إستخدام الانترنت في المنزل؟ 00:45:00 Reset Files Submit **Time Remaining** 90 <a>nfocenter

If you were working from home, what software application could be used to communicate directly with colleagues and customers?

- Presentation
- ☐ Electronic mail (e-mail)
- → Database
- Spreadsheet

Which of the following can be an advantage of electronic documents?

- They can never be lost
- They can always be e-mailed regardless of size
- They can reduce the usage of paper
- They can never be copied



Which one of the following should be used to change your password in your computer?

- Internet Explorer.
- Anti-virus software.
- Control Panel
- Windows Firewall.



