

Place the letter of the matching description from the right column on the blank in front of the number of the left column.

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| _____ 1. Video | A. A picture or chart on a computer screen. |
| _____ 2. Computer Misuse Act | B. Check personal data held by companies on computers. |
| _____ 3. Hacking | C. Data made up of moving graphics |
| _____ 4. Mail Shots | D. Letters prepared by mail merge and sent out to individuals on a mailing list. |
| _____ 5. Standard Letter | E. Data consisting of numbers which may have fractions or a decimal point. |
| _____ 6. Copyright, Deisgns & Patents | F. A standard file format for the transfer or data between application packages. |
| _____ 7. Data Subjects | G. A 'rogue' program which can spread through computer systems and may damage files. |
| _____ 8. Number | H. Makes it a criminal offence to gain unauthorised access to a computer system, or hacking or distributing viruses. |
| _____ 9. Viruses | I. A person about whom information is held. |
| _____ 10. Freedom of Information Act | J. The person or organisation holding the data. |
| _____ 11. Animation | K. A type of data - movies. |
| _____ 12. Data User | L. Faster creation of documents or workflow. |
| _____ 13. Graphic | M. Illegally interfering with information stored on a computer system. |
| _____ 14. Backup | N. A copy of a program or data made in case the original is lost or damaged. |
| _____ 15. Data Protection Act | O. Helps protect owners from having their work copied by others without payment. |
| _____ 16. Productivity | P. A general letter with spaces for personal details (such as a person's name). |
| _____ 17. Rich text Format | Q. A person who requests information from a Scottish public authority which it holds it, is entitled to be given it. |