

Place the letter of the term that matches the description on the blank in front of the number.

- _____ 1. A 'rogue' program which can spread through computer systems and may damage files.
A. Viruses B. Passwords C. Mail Shots D. Initial Costs
- _____ 2. A group of eight bits.
A. Mail Shots B. Flexibility C. Byte D. Retraining
- _____ 3. A copy of a program or data made in case the original is lost or damaged.
A. Number B. Backup C. Video D. Productivity
- _____ 4. A type of data - movies.
A. Hacking B. Kilobyte C. Video D. Standard File Formats
- _____ 5. 1024 Kilobytes
A. Megabyte B. Freedom of Information Act C. Rich text Format D. Byte
- _____ 6. As hardware and software gets older, newer versions must be bought.
A. Replacement Costs B. Viruses C. Staff Costs D. Backup
- _____ 7. Faster creation of documents or workflow.
A. Passwords B. Productivity C. Initial Costs D. Standard File Formats
- _____ 8. Check personal data held by companies on computers.
A. Data Protection Act B. Data User C. Freedom of Information Act D. Flexibility
- _____ 9. Easy to change the layout of a document to suit a different purpose.
A. Computer Misuse Act B. Animation C. Flexibility D. Productivity
- _____ 10. Data consisting of numbers which may have fractions or a decimal point.
A. Copyright, Designs & Patents B. Standard File Formats C. Video D. Number
- _____ 11. The cost of buying and setting up a computerised system.
A. Computer Misuse Act B. Initial Costs C. Megabyte D. Mail Shots
- _____ 12. Whether or not the information is correct.
A. Data Subjects B. Accuracy C. Freedom of Information Act D. Data User
- _____ 13. Makes it a criminal offence to gain unauthorised access to a computer system, or hacking or distributing viruses.
A. Standard File Formats B. Retraining C. Graphic D. Computer Misuse Act
- _____ 14. American Standard Code for Information Interchange.
A. Kilobyte B. Rich text Format C. ASCII D. Freedom of Information Act
- _____ 15. Helping employees learn new skills.
A. Megabyte B. Retraining C. Accuracy D. Productivity
- _____ 16. A general letter with spaces for personal details (such as a person's name).
A. Accuracy B. Flexibility C. Standard Letter D. Kilobyte
- _____ 17. A standard file format for the transfer of data between application packages.
A. Rich text Format B. Data User C. Passwords D. Productivity
- _____ 18. A picture or chart on a computer screen.
A. Retraining B. Graphic C. Megabyte D. Passwords
- _____ 19. Helps protect owners from having their work copied by others without payment.
A. Copyright, Designs & Patents B. Kilobyte C. Staff Costs D. Data Protection Act
- _____ 20. Data made up of moving graphics
A. Animation B. Accuracy C. Megabyte D. Mail Shots
- _____ 21. The cost of employing staff.
A. Standard File Formats B. Standard Letter C. ASCII D. Staff Costs
- _____ 22. A person about whom information is held.
A. Animation B. Data Subjects C. Viruses D. Data User