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

*  a) A desktop computer.
*  b) A tablet PC.
*  c) A server.
*  d) A laptop.

###  Which one of the following measures the speed of the CPU?

*  a) Gigahertz (GHz).
*  b) Bits per second (Bps).
*  c) Gigabytes (GB).
*  d) Megabytes (MB).

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

*  a) Software that can retrieve information from a database.
*  b) Hardware that can scan and convert photographs into digital files.
*  c) Software that controls the allocation and usage of hardware.
*  d) Hardware that can record and send images across the Internet.

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

*  a) Web browsing software.
*  b) Spreadsheet software.
*  c) Accounting software.
*  d) Word processing software.

**Which one of the following is a common feature of e-learning?**

*  a) Always requires physical class attendance.
*  b) Cannot download documents for later reading.
*  c) Learning is self-paced.
*  d) Travel time and costs are very high.

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

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

**Which one of the following is an example of hardware?**

*  a) An antivirus program
*  b) A spreadsheet application.
*  c) A mouse.
*  d) The World Wide Web

**Which one of the following would improve computer performance?**

*  a) Using a larger monitor.
*  b) Increasing the number of applications running.
*  c) Using a faster printer.
*  d) Increasing the size of RAM.

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

*  a) Executing program instructions.
*  b) Ensuring program instructions are executed in the correct sequence.
*  c) Sending e-mail.
*  d) Carrying out calculations.

**Which one of the following is both an input and output device?**

*  a) Touchscreen.
*  b) Keyboard.
*  c) Printer.
*  d) Scanner.

**Which one of the following is an example of an operating system?**

*  a) iTunes.
*  b) PowerPoint.
*  c) Windows.
*  d) Netscape.

**Which one of the following is considered good environmental practice?**

*  a) Using a slow computer.
*  b) Printing on both sides of a page.
*  c) Using up to date software.
*  d) Backing up data on a regular basis.

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

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

**Which of the following is NOT an input device?**

*  a) Monitor
*  b) Mouse
*  c) Keyboard
*  d) Scanner