

[Type text]

GCSE Business and Communication Systems

THEORY QUIZ

Enter your name in the header. Once finished email it to jamesstoddard@wadebridge.cornwall.sch.uk

1) The law that is concerned with personal data held on a computer is and it came out in?

(2) What does “DTP” stand for?

(3) Name 2 types of LAN.

(4) Apart from a keyboard, name 2 input devices.

(5) On a pay slip, what is NET PAY?

(6) List 2 reasons why it is important that data is accurate.

(7) If you start a letter with “Dear Mrs Atkins”, you finish the letter with “Yours”

(8) Apart from a floppy disk, name 2 other devices used to store data.

(9) What is a ‘Person Specification’?

(10) List 3 places a business could advertise for an office worker.

(11) What is a cellular office?

(12) What do LAN and WAN stand for?

[Type text]

(13) State 2 advantages of networks.

(14) In which computer application would you find formulae, labels and numbers?

(15) Give 2 advantages and 2 disadvantages of using a fax to communicate with a company in another country.

(16) What is 'video conferencing'?

(17) List 2 reasons why it is important to send an agenda out before meetings.

(18) List 2 advantages of an open plan office.

(19) Accurate records of what goes on in a meeting are called

(20) List 2 deductions a worker might have in their pay.

(21) What is piece-work?

(22) Make 2 suggestions as to how a business can protect its data held on computer.

(23) What is 'hot-desking'?

(24) Give 2 advantages and 2 disadvantages of 'hot desking'.

[Type text]

(25) In what computer application would you find RECORDS and FIELDS?

(26) What does 'RSI' stand for?

(27) When would a worker receive INDUCTION TRAINING?

(28) What is 'on the job' training?

(29) Staff discounts, company car and free childcare facilities at work are all examples of

(30) Give 2 advantages and 2 disadvantages of recruiting internally.

(31) What is off-the-job training also known as?

(32) what is a Primary Key?