– Mock Review
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Questions & Answers from past papers

The physical components of a computer are called

• HARDWARE

• The device used to input sound is called a

• MICROPHONE

• The device used to store data is called

• HARD DRIVE, FLASH CARD, PEN DRIVE, FLOPPY, CD, DVD...

• Data that is outside the boundaries of acceptability

• ABNORMAL

• Data that is on the boundary of acceptability

• EXTREME

• Data that is not on the boundary but is within the range of acceptability

• NORMAL

A range check will check data within, outside the range and on the boundary.
Normal — valid within the range.
Extreme — valid but are on the boundary.
Abnormal — invalid data below and above the range.
Questions & Answers from past papers

Name the most appropriate validation check that matches each description below.

• Make sure that the data entered into a field is exactly 10 characters.
  • LENGTH CHECK

• Makes sure that a number lies between 10 and 100
  • RANGE CHECK

• Makes sure that the date is entered as DD/MM/YYYY
  • FORMAT CHECK

• Explain the meaning of the following terms used in document production
  • Gutter:
    • A MARGIN PLACED ON THE FOLD OF A BOOK
  • Widow:
    • WHEN THE LAST LINE OF THE PARAGRAPH IS THE FIRST OF A NEW PAGE
Questions & Answers from past papers

Image editing techniques

• Remove unwanted parts of an image
• CROP
• Make an image larger or smaller
• RESIZE (KEEPING ASPECT RATIO)
• Format the text so that it flows around an image
• TEXT WRAPPING

• Name sensors that could be used on automobiles to detect people walking in front of it.
• PROXIMITY SENSORS

• Give three benefits of a doctor using an expert system to help diagnose a patient’s illness

ACCURATE DIAGNOSIS, CHEAPER THAN EMPLOYING MANY SPECIALISTS, DIAGNOSES GIVEN ARE MORE CONSISTENT, EXPERT SYSTEM USES DATA FROM MANY EXPERTS CONTAINS MORE KNOWLEDGE THAN A SINGLE DOCTOR
Questions & Answers from past papers

A school’s examinations officer has decided to develop a database to store pupil details.

• Describe the steps involved in creating the database
  
  • OPEN DATABASE, CREATE NEW TABLE OF PUPIL, CREATE EXAMINATION DATA, SELECT A PRIMARY KEY, IMPORT PUPILS RECORDS/EXAMINATIONS

• Describe all the steps involved in carrying out a mail merge
  
  • CREATE A MASTER DOCUMENT, USE DATA SOURCE, CHECK ERRORS, PLACE TAGS, FIELDS, SELECT RECORDS, MERGE RECORDS, PREVIEW BEFORE PRINTING

Describe what is meant by the following types of working

• Compressed hours
  
  • WORKER COMPLETES THE NORMAL WORKING HOURS PER WEEK BUT IN FEWER DAYS – EXAMPLE 40 HOURS IN 3-4 DAYS INSTEAD OF 5

• Flexible hours
  
  • WORKERS COMPLETE THE SAME NUMBER OF HOURS OVER A WORKING WEEK BUT CAN CHOOSE WHEN TO START AND END
Questions & Answers from past papers

There are different ways to check the data that you have entered into a computer system. One of these ways is verification.

• Name two types of verification
  • DOUBLE DATA ENTRY, VISUAL VERIFICATION

Proofreading is sometimes thought to be verification

• Explain the difference between verification and proofreading
  • VISUAL VERIFICATION COMPARING DATA FROM ORIGINAL COPY, RE-ENTERING DATA, READING THROUGH THE DOCUMENT, LOOKING FOR SPELLING MISTAKES

• Explain why spam should be prevented
  • SPAM COULD CONTAIN VIRUS, COULD CONTAIN SPYWARE, CAN FILL YOUR INBOX, LINKS TO FRAUDULENT WEBSITES

• What are the advantages and disadvantages of using Bluetooth or wifi
  • BLUETOOTH IS MORE USEFUL WHEN TRANSFERING DATA BETWEEN TWO DEVICES WIFI IS MORE SUITED TO FULL SCALE NETWORKS, BLUETOOTH DOES NOT BUFFER, BLUETOOTH SHORT RANGE WIFI FOR LARGER AREAS, BLUETOOTH USES LOWER BANDWIDTH, WIFI BETTER SECURED THAN BLUETOOTH, BLUETOOTH CHEAPER THAN WIFI
Questions & Answers from past papers

What are the differences between RAM and ROM

• ROM CANNOT BE CHANGED, RAM CAN BE READ FROM AND WRITTEN TO, ROM IS A READ ONLY AND RAM IS RANDOM ACCESS MEMORY, ROM HOLDS INSTRUCTIONS THAT NEED TO BE CHANGED SUCH AS BIOS, RAM HOLDS THE WORK THAT IS CURRENTLY BEING DONE BY THE USER

• Give three advantages for a company to use robots rather than humans to manufacture cars

• ROBOTS PRODUCE THE SAME STANDARD EVERY TIME, ROBOTS ARE MORE ACCURATE, ROBOTS DON’T TAKE BREAKS

• What are the differences between physical safety and e-safety when using computers

• PHYSICAL SAFETY IS THE NEED TO PREVENT ACCIDENTS WITH COMPUTERS, E-SAFETY IS THE NEED TO TAKE SENSIBLE PRECAUTIONS WHEN USING THE INTERNET

• What are three measures which should be taken in order to maintain e-safety

• USE ONLY SITES RECOMMENDED BY TEACHERS, STUDENT FRIENDLY SEARCHES, EMAIL ONLY PEOPLE KNOWN, THINK BEFORE OPENING UNKNOWN EMAILS, KNOW HOW TO BLOCK AND REPORT, NEVER GIVE OUT PERSONAL INFO, NEVER POST PICS WITH SCHOOL UNIFORM, NEVER ARRANGE TO MEET A STRANGER YOU MET ONLINE, NEVER USE YOUR REAL NAME WHEN PLAYING ONLINE GAMES
Questions & Answers from past papers

Describe the effects on peoples lives with the introduction of microprocesses controlled devices in modern homes

• YOU DON’T NEED TO DO MANY THINGS MANUALLY, DON’T NEED TO BE HOME TO COOK FOOD, DON’T NEED TO BE HOME TO WASH CLOTHES, MORE TIME FOR SOCIAL INTERACTION, MORE LEASURE TIME, CAN ENCOURAGE A HEALTHIER LIFESTYLE BECAUSE OF SMART FRIDGES ANALYSING FOOD CONSTITUENTS, DON’T HAVE TO LEAVE HOME TO GET FIT

• What are the advantages and disadvantages of holding a video-conference rather than a face-to-face meeting

• MEETINGS CAN BE DONE IN SHORT NOTICE, DON’T NEED TO SPEND TIME OR COST TRAVELLING, SAVES TIME, TIME DIFFERENCES, EQUIPMENT CAN BREAK OR NOT FUNCTION PROPERLY, DOCUMENTS CANNOT BE SIGNED, LOSS OF PERSONAL CONTACT
The type of processing used for bank cheques
**MAGNETIC INK CHARACTER RECOGNITION, READING BANK CODE, BANK ACCOUNT INFO AT THE BOTTOM OF THE BANK CHEQUES**

An item of hardware which is used to open windows is called
**HARD DRIVE TO BOOT THE SYSTEM FILES**

What are the 5 steps in order to analyse a system
**1 COLLECT INFORMATION ABOUT THE EXISTING SYSTEM, 2 DESIGN A FILE STRUCTURE, 3 DEVELOP THE NEW SYSTEM, 4 IMPLEMENT THE NEW SYSTEM, 5 EVALUATE THE NEW SYSTEM**

Explain what is meant by a switch in a computer network
**A HARDWARE THAT CONNECTS MANY COMPUTERS TOGETHER, CAN LEARN/STORE ADDRESS OF EACH COMPUTER IN THE NETWORK, CAN DIRECT SPECIFIC DATA TO AND FROM COMPUTERS**

What is the purpose of the router
**CONNECTS COMPUTERS TO THE INTERNET, USES IP ADDRESSES, TRANSFERS DATA BETWEEN NETWORKS, CONNECTS LAN’S TOGETHER**