

INFORMATION TECHNOLOGY TEST – CHAPTER 5 – 2L

1) Tick the negative aspects of using ICT in office work:

- a) the performance of students can be compared through graphs and charts.
- b) Some jobs become redundant.
- c) It is not necessary to be in charge of filing cabinets.
- d) New jobs in technology are created.
- e) A spreadsheet reduces the time taken to calculate salaries.

2) Tick the advantages of robots over humans in manufacturing:

- a) They don't go on strike.
- b) Robots are expensive to purchase and set up in the first place.
- c) Higher productivity.
- d) They repeat tasks non-stop.
- e) In an error occurs in the robot's programming, more production errors will occur.
- f) In the long term they are cheaper.

3) True or False:

- a) Introducing new software in office work affects on timing. TRUE - FALSE
- b) Databases are used to calculate salaries and wages. TRUE - FALSE
- c) Word processors positively affect on the office space. TRUE - FALSE
- d) Spreadsheets use functions such as sorting or averages. TRUE - FALSE
- e) Introducing ICT on working patterns causes negative attitude in the staff. TRUE - FALSE
- f) Varied work patterns affect negatively on flexibility during busy times. TRUE - FALSE

4) Join the working patterns and their characteristics:

Flexi – time	Five days a week, four hours a day from 10 am to 2 pm
Compressed hours	Five days a week, eight hours a day from 11 am to 7 pm
Job – Sharing	Five days a week, 20 hours each worker: Worker 1: 9 am to 5 pm Monday to Tuesday, 9 am to 1pm Wednesday Worker 2: 1 pm to 5 pm Wednesday, 9 am to 5pm Thursday to Friday
Part- time	Four days a week, ten hours a day from 8 am to 6 pm

5) Read about microprocessor-controlled devices and decide whether the statements are Advantages (ADV) or Disadvantages (DIS):

- a) Labour-saving devices can lead to unhealthy lifestyles. ADV - DIS
- b) They give people more time for leisure activities. ADV - DIS
- c) Smart fridges and freezers can lead to more healthy lifestyles. ADV - DIS
- d) Leaving devices on stand-by is very wasteful of electricity. ADV - DISAV
- e) Devices can be controlled with the mobile phones. ADV - DIS