

Student: _____

Date: _____

Teacher: Cinthia Herrera

Progress test (Units 7–8)

Section 1: Vocabulary

1. Choose the correct options to complete the phrases.

- A: Why do we have to (1) follow / notify these new security procedures?
B: Because last month a (2) hijack / hacker got into our system. He installed (3) adware / spyware to see what we did on the computers.
A: That's terrible!
B: Yes, it is. And another time we had a (4) worm / firewall in the system. It destroyed everything on the hard drive. I (5) transferred / reported it to my supervisor when I discovered it but it was too late to recover most of the files.
A: They're really dangerous, aren't they?
B: They can be. Did you (6) save / unplug your computer last night?
A: Yes, I did.
B: You shouldn't (7) disconnect / install it. It causes all kinds of problems.
A: Oh dear! Sorry. I (8) checked / loaded new software onto it yesterday evening.
B: Did you (9) back up / put up your files before you did that?
A: Yes, of course.
B: You should be OK, then.

Section 2: Language

2. Choose the correct answer, A, B or C. Write the letter in the gaps.

We (1) _____ a big problem at work today. The computer system (2) _____ this morning and nobody knows why. I'm worried because last night I checked my personal emails and I think there was a virus in one of them. We (3) _____ to download files from the internet without authorisation. Now the company (4) _____ lose all the work files because of me. The IT technicians (5) _____ the system yet. I am in big trouble!

- | | | |
|----------------------|----------------|--------------------|
| 1 A are having | B did had | C will have |
| 2 A crashed | B is crashing | C crashes |
| 3 A mightn't | B shouldn't | C aren't permitted |
| 4 A should | B might | C must |
| 5 A aren't repairing | B don't repair | C haven't repaired |

3. Complete these sentences. Use one word in each gap.

1. We aren't allowed _____ write personal emails.
2. Pliers are used _____ holding objects and cutting and bending tough materials.
3. Are you permitted _____ eat lunch at your desk?
4. We use encryption _____ block unauthorised access to a computer.
5. This tool _____ used for several things.
6. I use this program _____ doing design work.

Section 3: Reading

4. Read the text. Which paragraph (A–E) says:

Example: you shouldn't send confidential information over the network? C

- 1 you must inform someone about any problems? _____
- 2 you can't use personal email software? _____
- 3 you should install software to protect the system? _____
- 4 films mustn't be downloaded? _____
- 5 you cannot use external drives for backing up? _____
- 6 you must use a secure connection to move files? _____
- 7 you should change your password regularly? _____
- 8 make sure no one else can access your computer files? _____
- 9 you should check addresses before you send emails? _____

Systems and network security

A

Only install and use software that the management has approved. Install the latest antivirus and antispyware tools. Keep current with security software updates and patches. Follow office health and safety standards.

B

Choose a password that is difficult to guess: use between six and eight characters, have letters in upper and lower case and intermix letters, numbers and punctuation marks. Keep your password private. Change your password every nine weeks.

C

Configure your email software to use secure protocols. Use company official email software

only. Always double check that you are sending your message to the right recipient. Do not send sensitive data over the network. Use mail encryption to send sensitive data. Do not download unknown files or files for private use, such as movies and music.

D

Transfer files via secure connection. Back up files regularly on the server in your home folder. Do not use external drives.

E

Employees must tell their supervisor or IT help desk about any damage, misuse, irregularities or security breaches.

Section 4: Writing

5. Write questions for the fault diagnosis. Use these prompts to help you.

Example: A: I can't get into my files.
error message / screen?
B: Is there an error message on the screen?

1. A: I can't turn my computer on.
type / computer / have?

B: _____

2. A: I can't find a file I had yesterday.
checked / recycle bin?

B: _____

3. A: A word file won't open in Office.
version / Office / use?

B: _____

4. A: I can't send any emails.
install / new software / recently?

B: _____

5. A: I can't get into the system?
enter / correct user name and password?

B: _____

Section 5: Listening

6. ► 46 Listen. Are these sentences true (T) or false (F)?

- 1 Tuka has upgraded his operating system. _____
- 2 He's lost his personal files. _____
- 3 His old system is Windows 7. _____
- 4 He can't find the Windows.old folder in Windows Explorer. _____
- 5 The technician tells him to try the search box. _____
- 6 Tuka has now found his folders. _____