Complete the text with ONE word that fits into each gap.

To survive in today's business world, it is essential for a company to stay up-to-date with all the
(1) _____ technological developments. Nowadays, running a company
(2) _____ computers is virtually impossible. Therefore, in order to lead their
technology department, businesses **(3)** _____ hire the best people available.

These employees must be familiar with personal or desktop computers, even if this involves no
more **(4)** _____ completing a basic computer course. Sceptical workers will only
become comfortable with computers after they **(5)** _____ experienced using
them in practice for some time.

Computers **(6)** _____ people to run companies more efficiently and with
(7) _____ difficulties than in the past. For example, computers have the capability
(8) _____ organising huge amounts of **(9)** _____ and speed up the
preparation of documents and reports.

In short, **(10)** _____ the average businessman does not have to be a technology
expert, they are unlikely to get very far without at **(11)** _____ a basic knowledge
of computer technology.