Summative assessment answers

## IT and the world of work

1. Which one of the following tasks was labour-intensive in the traditional workplace?

A. Answering the telephone

B. Typing a letter

C. **Filing documents**

D. Opening mail

2. Which of the following is a disadvantage of remote working?

A. People can collaborate at any time and in any place

B. People can communicate from any place

C. **People can work in isolation**

D. People can work in different locations

3. Why is the opportunity to work flexibly important to those who have a disability?

A. It means they can apply for different jobs

B. **If they need time to rest, they can**

C. They can have a 9-to-5 job

D. They are able to complete work quickly

4. Technology and remote working have enabled individuals with physical or invisible disabilities to access the workplace effectively. Which of the following make this possible? Tick all that apply.

* Effective communication within a team
* Rigid working patterns
* Increased independence
* Flexible work hours
* Ease of data transference
* Location is not an issue

5. Online communication tools for work allow an effective employee to…?

A. Have a gossip about the latest football match

B. **Check their calendar for upcoming meetings**

C. Email their colleagues late at night

D. Send personal emails to friends

6. Online collaboration tools allow an employee to...?

A. Take control of a project

B. Dismiss the contributions of others

C. **Share ideas effectively**

D. Carry out individual tasks alone

7. When sending emails it is important to consider which of the following points? Tick all that apply.

* Pick the right tone
* Be informal
* Be concise
* Include a subject line
* Have an email signature
* Have a cool email address

8. When sending an email to a client, how should they be addressed?

A. Hi Barry

B. Hi Mr B Williams

C. Dear Barry

D. **Dear Mr B Williams**

9. Which of the following should you always AVOID when sending an email?

A. **Sending an email when angry**

B. Sending a prompt reply to an email

C. Closing with thanks

D. Checking the recipients before sending

10. Why is online software cost-effective?

A. It’s free to access

B. **You only pay for what you need**

C. It’s accessible anywhere

D. You get direct access

11. Which of the following is a drawback of cloud computing?

A. The device you are using will affect the usability of the software

B. **There must be an internet connection to use the cloud**

C. The software is streamed to your device as and when you need it

D. The amount of storage can be changed

12. Which of the following is NOT a feature of an online calendar?

A. You can set notification reminders

B. If notifies you when a new email arrives

C. Deadlines can be set

D. **It sends email automatically**

13. When selecting your cloud services provider, which of the following do you need to consider? Tick all that apply.

* The security level of stored data
* How attractive the tools are
* What services are available
* What support is available
* Which is the most popular
* The potential costs

14. Making a temporary device-to-device connection is known as…?

A. A simple network

B. A basic network

C. **An ad hoc network**

D. An automatic network

15. What does the acronym PAN stand for?

A. Private area network

B **Personal area network**

C. Potential area network

D. Personal advantage network

16. Which of the following are advantages of creating an ad hoc network? Tick all that apply.

* Cheap to set up
* Easy to set up
* Can use WiFi anytime, anyplace, anywhere
* Slower data speeds
* Has an impact if many people use it
* Useful in an emergency

17. Which security measure will route your data traffic via a virtual server?

A. **VPN**

B. PAN

C. LAN

D. WAN

18. What do games such as Minecraft foster?

A. Life experience

B. Positive physical well-being

C. **Problem-solving skills**

D. Negative mental well-being

19. What is the name of the science of refining the design of products to optimise them for human use?

A. **Ergonomics**

B. Psychology

C. Sociology

D. Philosophy

20. How does technology impact everyday life?

A. Negatively

B. Positively

C. **Both negatively and positively**

D. It has no impact

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