ICDL
IT Exams

Question 1

The term ADSL stands for:

○   **Anonymous Digital Service Line**

○   **Asymmetric Digital Subscriber Line**

○   **Analog Display Services Line**

○   **Advanced Data Service Link**

o   **Asymmetric Digital Subscriber Line**

Question 2

Which **one** of the following statements about purchasing online is **true**?

O Purchases are only processed during business hours.

O Shipping of purchases is normally free.

O The consumer rights of your country apply.

O You are at risk from insecure payment methods.

o **You are at risk from insecure payment methods**

Question 3

You can reduce the risk of neck, back and shoulder pain, by **one** of the following actions:

○ Using a larger monitor with sharper resolution.

○ Using a wireless mouse.

○ Keeping the keyboard close to the front of the desk.

○ Using a fully adjustable operator's chair.

Question 4

Which **one** of these is computer software?

○   **Monitor**

○   **Windows**

○   **System case**

○   **Scanner**

- **Windows**

Question 5

Which **two** of the following have a significant influence on the speed at which a computer performs?

○   **Installing new applications**

○   **Clearing all the unwanted files off a hard disk**

○   **Installing a smaller monitor**

○   **Increasing the amount of RAM**

○   **Adding a CD-ROM drive**

     o   **Clearing all the unwanted files off a hard disk**
     o   **Increasing the amount of RAM**

Question 6

A **Gigabyte** is approximately:

○ 1,000 bytes

○ 100 kilobytes

○ 1,000 kilobytes

○ 1,000 megabytes

o **1,000 megabytes**

Note that exactly   1,024 M.B

Question 7

A kilobyte =

○ **100 bytes**

○ **1000 bytes**

◉ **1024 bytes**

○ **1240 bytes**

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit	3 of 6	23 mins	Skip Item
	ITEM NUMBER	TIME REMAINING	

Question 8

The speed of a computer CPU can be measured in:

○ **Megabits**

○ **Megacycles**

○ **Megaunits**

○ **Megahertz**

    ○ **Megahertz**

Hertz (Megahertz & Gigahertz)

Question 9

Which two of the following devices can be used to input
data to a computer?

Input Devices

| Joystick | Speaker | Printer | Standard Monitor | Keyboard |

Joystick   **Keyboard**

Question 10

Which **one** of these devices can be used to output data from a computer?

Printer   Joystick   Mouse   Scanner

o **Printer**

Question 11

Very cheap means of backing up 1 Mb of text files	Archiving 1.8Gb of graphic files that are not currently needed.	Backing up 1.8Gb of files you are currently working on.

1.44 Mb Floppy Disk

2Gb Back-up Tape

2Gb Hard Disk

Question 12

Match each media type to the backup situation for which it is most appropriate.

Archiving personnel records.	Backing up a text file.	Storing 1.5Gb of work in progress.

1.44 Mb Floppy Disk

2Gb Back-up Tape

2Gb Hard Disk

Match each media type to the backup situation for which it is most appropriate.

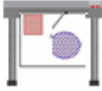| Archiving personnel records.	Backing up a text file.	Storing 1.5Gb of work in progress.
2Gb Back-up Tape	1.44 Mb Floppy Disk	2Gb Hard Disk

Question 13

Which **two** of the following devices can be used to input data
to a computer?

Input Devices

Scanner   Speaker   Plotter   Standard Monitor   Microphone

- o **Scanner**
- o **Microphone**
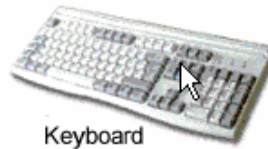
Question 14

Which **one** of these devices can be used to output data from a computer?

Light pen   Joystick   Keyboard   Speaker

o **Speaker**

Question 15

Which **one** of these devices can be used both to input and output data?

Printer   Speaker   Light pen   Touch screen

o **Touch screen**

Question 16

Which **one** of these statements about formatting computer storage media is **true**?

○ Disks are automatically formatted when you save a file.

○ A used floppy disk cannot be reformatted.

○ Unformatted disks need operating system data written to them before they can store files.

○ A full format does not erase data from your disk.

o **Unformatted disks need operating system data written to them before they can store files.**

Question 17

An Operating System	You can run more than one at the same time	A Software Application
	Sets up the look and feel of your computer interface	
	Controls the hardware and software of your computer	
	This can be used to edit data files	
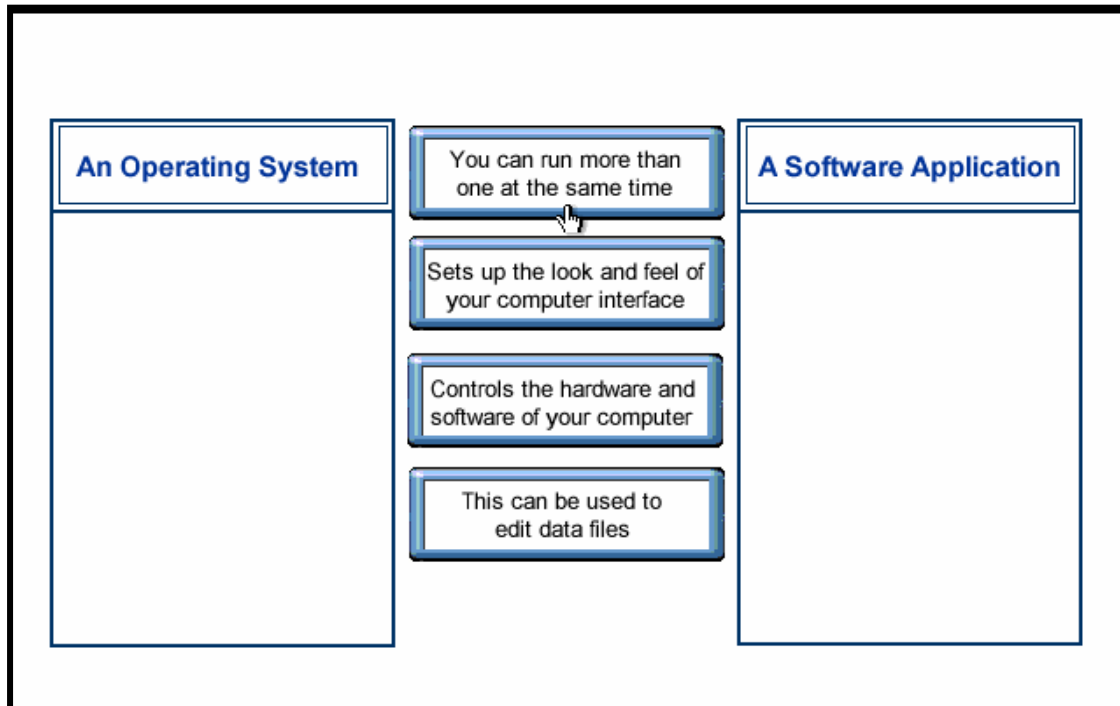
An Operating System
Sets up the look and
Feel of your computer
Interface

Controls the hardware
And software of your
Computer

A Software Application
-you can run more
than one at the
same time

-This can be used to
edit data files

Question 18

Which **two** of these are operating systems?

○   **Linux**

○   **Mac OS**

○   **Outlook**

○   **Internet Explorer**

○   **Google**

○ **Linux**
○ **Mac os**

Question 19

Which **two** of these are operating systems?

- ○ **Windows**
- ○ **Netscape Navigator**
- ○ **Yahoo!**
- ○ **Linux**
- ○ **Outlook**

- o **Windows**
- o **Linux**

Question 20

Which **one** of the statements correctly completes the following sentence?
A computer's operating system:

○   is the last program to load when you start the computer.

○   does not control devices connected to the PC.

○   is not necessary on high-powered personal computers.

○   instructs the screen to display data entered with the keyboard.

○ **Instructs the screen to display data entered with the
keyboard.**

Question 21

Which of the following best describes a graphical user interface (GUI):

○ using a software application for technical drawing.

○ using windows, icons and a mouse to operate a computer.

○ using a system of typed commands to operate a computer.

○ using pictures rather than words for online help.

o **Using windows, icons and a mouse to operate a computer**

Question 22

Which of these stages of software development is the **first** to be completed?

○   **Design**
___

○   **Analysis**
___

○   **Programming**
___

○   **Testing**
___

- **Analysis**

Question 23

Which **one** of these stages of software development is the last stage to be finally completed?

○ **Analysis**

○ **Design**

○ **Programming**

○ **Testing**

o **Testing**

Question 24

Drag each of the stages of development into logical order.

Stage 1	Stage 2	Stage 3	Stage 4

Programming   Design   Testing   Analysis

1   **2**   **3**   **4**
Analysis   **Design**   **Programming**   **Testing**

Question 25

Which **one** of the following is a digital line, used for both voice and data?

○   ISDN

○   FTP

○   PSTN

○   HTTP

o **ISDN**

Question 26

Which **two** statements about Local Area Networks (LANs) are **true**?

○ Applications cannot be shared over a LAN.

○ Authorised users can access and use data stored anywhere on a LAN.

○ Telecommunications services cannot be shared over a LAN.

○ Large data files can be transferred between computers using a LAN.

○ It is not possible for users of a LAN to share printers.

- o **Authorized users can access and use data anywhere on a LAN.**
- o **Large data files can be transferred between computers using a LAN.**

Question 27

Which **one** of these is the type of network that links computers in a single site or location?

- ○ LAN
- ○ Internet
- ○ PSTN
- ○ WAN

- o **LAN**

Question 28

Which **one** of these is the type of network that links computers in different cities or countries?

○ LAN

○ Ethernet

○ PSTN

○ WAN

       ○ **WAN**

Question 29

Computer workgroups enable which **three** of these resources to be shared by multiple users at the same time?

Can be shared using workgroups

Mouse device	Monitors	Applications

Files	Disk Storage

Applications   **Files**   **Disk storage**

Question 30

The device that links computers to telephone networks by converting digital and analog signals is called a:

○   **Transcoder**

○   **Digitiser**

○   **Modem**

○   **Translator Unit**

---

o   **Modem**

Question 31

Which **one** of these statements about the speed of connecting to the Internet is **true**?

○ Data transfer is slower with a digital line than with an analog line.

○ The processor speed of the computer affects the speed of data transfer on the Internet.

○ A 14.4Kbps modem transfers data more slowly than a 56.6Kbps modem.

○ The speed of data transfer does not vary significantly with the time of day.

o **A 14.4 kbps modem transfers data more slowly than a 56.6 kbps modem**

Question 32

Which **one** of these statements about the Internet is **false**?

○ It enables computers with different operating systems to exchange data

○ It is not controlled by any single organization.

○ You need a licence to publish material on the Internet

○ It allows computers to share data over large distances.

o **You need a license to publish material on the internet !**

Question 33

The Internet is the name that is given to:

○ the physical equipment used to connect computer systems all over the world.

○ all the linked documents that are held on a global network of computer systems.

○ linked computer systems that form a vast global network.

○ the dedicated telephone lines that permanently connect commercial networks on distant sites.

o **Linked computer systems that form a vast global network**

What is the Internet?

A collection of networks started by and for the US military to enable them to 'survive' a nuclear war. Later adopted by the educational system, and now exploited by the commercial world.

Question 34

Which **one** of the following descriptions of an extranet is true?

○ A world-wide collection of files connected by links

○ A very large intranet within an organization

○ An extra-fast intranet for web and e-mail

○ Shares data between two or more organisations

o **A very large intranet within an organization.**

Question 35

Which **one** of the following descriptions of an extranet is true?

○ A world-wide collection of files connected by links

○ A very large intranet within an organization

○ An extra-fast intranet for web and e-mail

○ Shares data between two or more organisations

o A very large intranet within an organization

What is the difference between an Intranet and an Extranet?

An Extranet is an Intranet that is partially accessible to authorized outsiders. An Intranet is normally only accessible by members of the same company or organization; an extranet also allows outsiders who have been issued with a password to gain limited access to information held on a company network. Extranets are being used as a way for business partners to share information.

Question 36

Which **one** of the following statements best describes the Internet?

○   An internal network, using e-mail and Web, within a single organisation

○   A global network of computers providing services such as e-mail

○   A network that is shared between more than one organization

○   A world-wide collection of computer files connected by links

○ **A global network of computers providing services such as e-mail.**

Question 37

Which **one** of these statements about connecting to the Internet is **true**?

○   ISP stands for Internet Service Provider.

○   The Internet can only be used to connect computers with the same ISP.

◉   You must have a modem to connect to the Internet.

○   You must have a telephone line to connect to the Internet.

SUBMIT

Click on one of the radio buttons.
You can change your response if necessary.

Click SUBMIT when you have finished.

Quit   4 of 6   21 mins   Skip Item
             ITEM NUMBER   TIME REMAINING

Question 38

Drag **two** of the statements that describe the World Wide Web into the box.

World Wide Web

| A global network of computers linked together using communications equipment | A vast collection of linked documents held on computers all over the world | The world-wide e-mail system |

| A network that grew out of the American military | Can be accessed using a browser |

A vast collection of linked documents held on computers all over the world

Can be accessed using a browser

What is the difference between the World Wide Web (WWW) and the Internet?
The World Wide Web is just a small part of the Internet as a whole. The Internet relates to all the hardware and software involved, as well as the WWW, it also includes FTP, email and newsgroups. **The WWW is basically the text and pictures that you can view using your web browser, such as Microsoft Internet Explorer, or Netscape Navigator.**

Question 39

Drag just the two statements that describe the Internet into the box.

Internet

| A global network of computers linked together using communications equipment | A vast collection of linked documents held on computers all over the world | A network that grew out of the work of the American military |

| Invented to allow people to shop online | Can be accessed using a browser |

Drag just the two statements that describe the Internet into the box.

Internet

A global network of computers linked together using communications equipment

Can be accessed using a browser

A vast collection of linked documents held on computers all over the world

A network that grew out of the work of the American military

Invented to allow people to shop online

Question 40

For which **one** of these tasks would a computerised solution be **more** appropriate?

○   **Calculating payroll for staff**

○   **Solving staff relations**

○   **Motivating staff**

○   **Selecting new staff**

Motivating (تحفيز)

o   **Calculating payroll for staff**

Question 41

For which **two** of the following tasks in hospitals and healthcare would large-scale computer applications be most appropriate?

○ Bereavement counselling

○ Tracking treatment costs

○ Informing a patient of a diagnosis

○ Providing a medical database

○ Treating mental health issues

Bereavement Counseling (حرمان أو سلب النصيحة والتشاور)
Treating (نتيجة علاج الصحة العقلية)

- o **Tracking treatment costs**
- o **Providing a medical database**

Question 42

Electronic documents help to save paper, while other documents are best printed out.

Should be printed	Staff announcements	Can be distributed electronically
	Documents that need careful proof-reading	
	Working drafts of a lengthy report	
	Contracts	

SUBMIT

Document that need careful proof-reading		Staff announcements
Contracts		Working drafts of a lengthy report

Question 43

Electronic documents help to save paper, while other documents are best printed out.

Are best printed	Help for a software application	Are suitable for electronic distribution
	Guarantees	
	E-mail messages	
	Contracts	

Guarantees

Help for software application

Contracts

E-mail messages

Question 44

Large-scale computer applications are increasingly used in government.

Store census information. Store passport details.	Handle social welfare payments. Collect television licence fees.	Announce policy documents online. Notify citizens of government decisions.
Public information systems	Public record systems	Administration systems
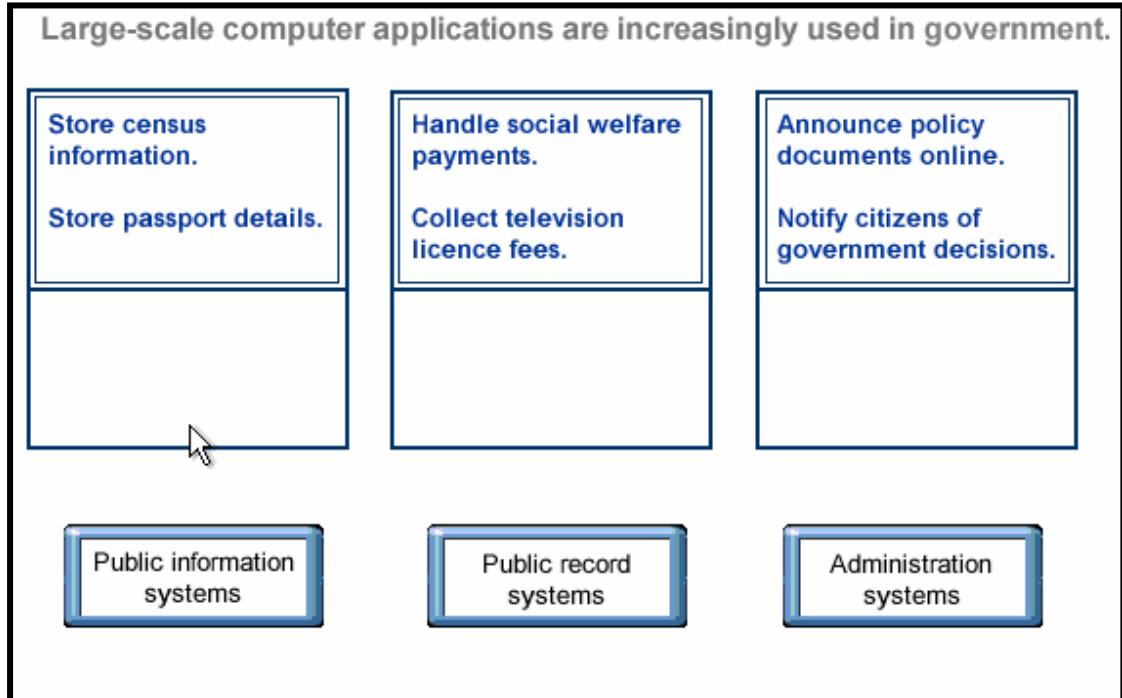
(أحصاءات رسمية) Census
Social (اجتماعى) Welfare (رفاهية – انتعاش اجتماعى)

Public record Systems   **Administration Systems**   **Public Information Systems**

Question 45

Large-scale computer applications are increasingly used in business.

Check policy details. Analyse statistics to estimate premiums. Provide quotes for premiums.	Check ticket availability. List customers' dietary needs. Purchase tickets.	Check your balance. Transfer funds. Apply for loans.	Administer employee payrolls. Process orders. Track invoices.

Online banking	Insurance claim processing	Airline booking	Business administration

Insurance claim processing	Airline booking	Online banking	Business administration

Question 46

Three of the following are examples of computer uses in education. Match the statements with the correct boxes.

Computer based education		Uses traditional methods
	Organising student timetables	
	Coaching students with learning difficulties	
	Distance learning	
	Helping students with career advice	
	Using the Web for research	

**Organizing student
Timetables**

**Coaching students
with learning
Difficulties**

Distance learning

**Using the web for
Research**

**helping students
With career advice**

Question 47

Which **one** of the following activities is best suited for e-mail?

   ○   **Performing calculations**

   ○   **Sharing very large video files, such as movie trailers**

   ○   **Sharing files between workers at different locations**

   ○   **Transmitting credit card details**

   o **Sharing files between workers at different locations**

Question 48

Which **one** of the following statements about the use of e-commerce is **true**?

- ○ An Internet connection is optional for e-commerce.

- ○ Transactions can occur anywhere in the world.

- ○ Customers can only pay by e-mailing credit card details.

- ○ Customers give up the right to return unsatisfactory goods.

o **Transactions can occur anywhere in the world**

Question 49

Which **one** of the following contributes to a good working environment for a computer operator?

○   Locating the PC close to a printer

○   Elbow and wrist support

○   High level of contrast between the screen brightness and other lighting

○   Direct light shining on the monitor

o **Elbow and wrist support**
   (مرفق)   (معصم)

Question 50

You can reduce the risk of repetitive strain injury by **one** of the following actions:

○ using an adjustable chair.

○ sitting with your feet firmly on the ground.

○ using an anti-glare screen.

○ taking frequent breaks from your work.

Strain injury > أذى التوتر

o **Taking frequent breaks from your work**

Repetitive Strain Injury (RSI)

Often referred to as RSI. This is a condition caused by constant use of the keyboard or mouse. You should take regular breaks to help avoid this type of injury. You may want to consider the use of a pad that you can rest your arms on which will help to some extent.

Question 51

Which statement about computers and the environment is **true**?

○ Running an animated screensaver saves power.

○ Printer toner cartridges can be recycled.

○ You can't recycle paper from a laser printer.

○ Laptops on standby use more electricity than when running normally.

o **Printer toner cartridges can be recycled**

Question 52

Which **one** of the following statements about an organisation's information security policy is **true**?

- ○ Covers the licensing of software applications
- ○ Deals solely with data held on computers
- ○ Is concerned with the handling of confidential data
- ○ Applies to actions of the employer, not the employee

o **Is concerned with the handling of confidential data**

Question 53

Which **two** of the following statements about passwords are **true**?

○   You should use the same password for everything.

○   You should write down your password and keep it in a convenient place.

○   Passwords should contain both letters and numbers.

○   Once you create a password, you can't change it.

○   A password should be known only to the user.

o **Passwords should contain both letters and numbers**
o **A password should be known only to the user**

Question 54

A mobile phone which has been insured but not password protected has been stolen. Which **one** of the following consequences may result?

○ Misuse of confidential numbers

○ Meeting the cost of replacement

○ Paying for calls made after the theft is reported

○ Taking out new insurance on the replacement phone

insured (مؤمن)   consequences (عواقب - نتائج) (عواقب - نتائج)

o **Misuse of confidential numbers**

Question 55

Which **two** of these statements could each be used to complete the following sentence? A computer virus is a program that:

O   cannot infect a standalone PC.

O   disappears once it has displayed a message.

O   can usually be detected by anti-virus software.

O   can be introduced when new software is installed.

O   can enter a computer system if hardware such as a new mouse is added.

- o **Can usually be detected by anti-virus software**
- o **Can be introduced when new software is installed**

Question 56

Anti-virus software can disable a virus on your computer.
This action is called:

- ○ **De-installing**
- ○ **Disinfecting**
- ○ **Restoring**
- ○ **Scanning**

○ **Disinfecting**

What is virus disinfecting?
- Running a virus checker on a machine that contains a virus is known as disinfecting the PC, as the virus program will detect, and then eliminate the virus.

Question 57

Which **one** of the following statements about anti-virus software is **true**?

○ Before accessing the Internet, you need to run a virus check.

○ Deleting an infected file will eliminate the virus.

○ Anti-virus software can detect all known viruses.

○ Anti-virus software can disinfect applications as well as files.

o **Anti-virus software can disinfect application as well as files.**

Question 58

Which **one** of the following statements about copyright is **true**?

○   You give up your copyright to text that you publish on the Internet.

○   You can re-use downloaded graphics in any way.

○   Scanned images are subject to copyright.

○   When you purchase software, the copyright transfers to you.

o **You give up your copyright to text that you publish on the internet.**

Software Copyright Issues

- Most programs that you purchase are copyrighted and you must not copy them. If you do so you may be breaking the law and if caught, you could find yourself being prosecuted. Many people will buy a copy of a game and make a copy for their friends or other family member. This is also normally unlawful. Even lending your program disks or CD-ROM to other people may be breaking the law in most cases. There are numerous organizations, such as FAST (the Federation Against Software Theft), which are dedicated to preventing the illegal copying of software. In a business situation, if your manager tells you to copy software, ALWAYS first make sure that you have a license that entitles you to copy the software, because in many countries, you will be personally liable for damages.
- **Most text that you will find on the Internet is copyrighted. Never copy text without authority to do so and always quote your sources.**

Question 59

Which **one** of the following statements about copyright is **true**?

○   If you can copy material from a disk, you automatically gain the copyright.

○   Copyright provides control over how other people make disk copies of someone's work.

○   Graphics published on CD-ROM are not subject to any form of copyright.

○   If you create a CD-ROM yourself, you own the copyright to anything you put on it.

o **Copyright provides control over how other people make disk copies of someone's work.**

Question 60

Software that you can use without the need for any payment is referred to as:

- ○ E-ware

- ○ Freeware

- ○ Shareware

- ○ Multiuser software

- o **Freeware**

Question 61

Which of these computer types is the **fastest** at performing complex calculations?

Mainframe
Computer

Laptop

Server

Personal
Computer
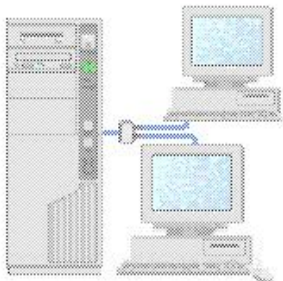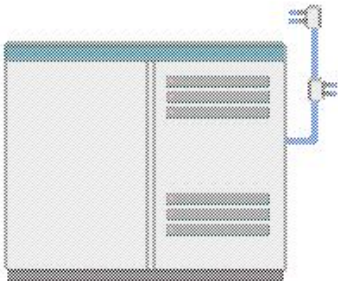
o **Mainframe computer**

Question 62

Which **one** of these computer types is the least expensive?

Mainframe Computer   Mini Computer   Personal Computer

SUBMIT

Click on the appropriate graphic to indicate your answer.
If necessary you can click to select a different option.

Click SUBMIT when you have finished.

Quit   1 of 6 — ITEM NUMBER   25 mins — TIME REMAINING   Skip Item

الأكثر Most
الأدنى – الأقل Least

- o **Personal Computer**

Computers prices (Descending Arrang) :
Mainframe Computer > Mini Computer
 > Microcomputer > Laptop > Personal Computer

Question 63

Data Storage	Contains the CPU	Output Unit	Input Unit
Keyboard	Speaker	System case	Hard disk

1	2	3	4
Hard disk	**System Case**	**Speaker**	**Keyboard**

Question 64
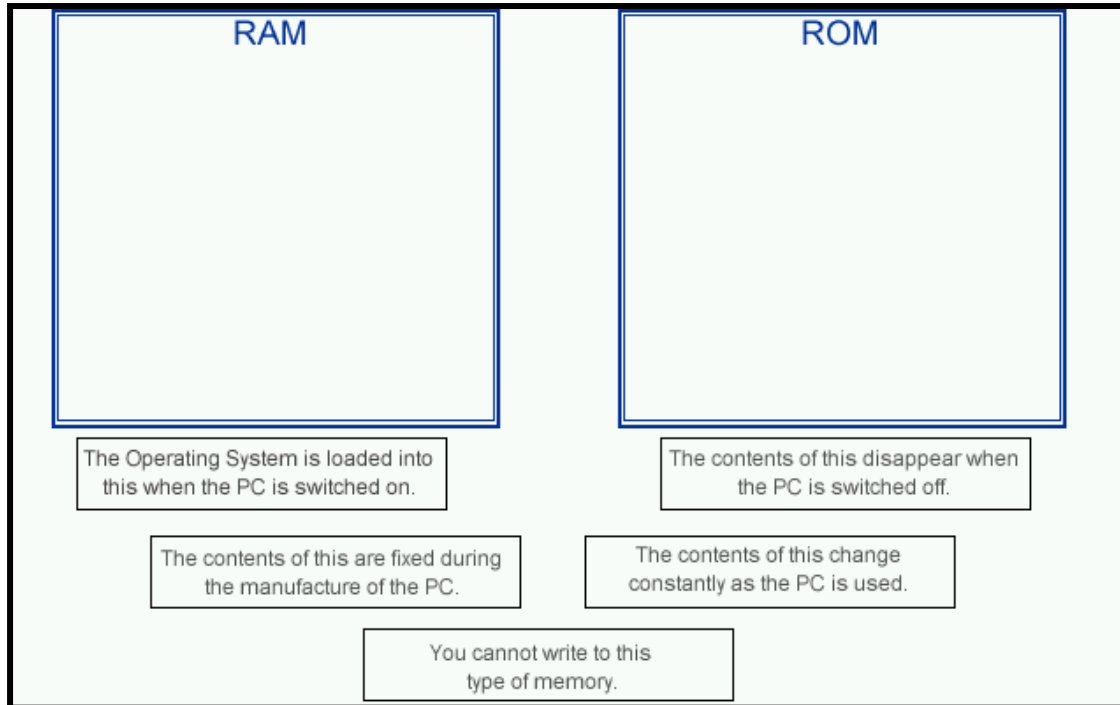
RAM	ROM

The Operating System is loaded into this when the PC is switched on.

The contents of this disappear when the PC is switched off.

The contents of this are fixed during the manufacture of the PC.

The contents of this change constantly as the PC is used.

You cannot write to this type of memory.

The operating system is loaded Into this when the pc is switched On.

The contents of this disappear When the pc is switched off.

The contents of this change Constantly as the pc is used

The contents of this are fixed during the manufacture of the PC.

You cannot write to this type of memory

Question 65

Word Processing		To view web pages
A Web Browser		Produce a catalogue containing graphics
A Multimedia Application		Create interactive learning material
A Spreadsheet Application		Payroll and stock control
An Accounting Application		Produce charts and graphs

1   A web browser

2   Word Processing

3   A multimedia Application

4   An Accounting Application

5   A spreadsheet Application

Question 66
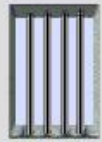
Failing to register software that you have purchased.

Copying and continuing to use freeware without paying for it.

Copying and continuing to use shareware without paying for it.

Sharing a single user licence with someone but not both using it at the same time.

Copying someone else's commercial software for home use only.

Prison (سجن)

Copying and continuing to use shareware without paying for it.

Copying someone else's commercial software for home use only.

Question 67

Which **one** of the following is used to measure computer screen resolution?

○   Points

○   Pixels

○   Centimetres/Inches

○   Characters

o   **Pixels**

Question 68

Which **one** of the following statements about teleworking is true?

○   More human contact with the team

○   Increased company space requirements

○   Greater ability to focus on one task

○   Inflexible schedules

o   **Greater ability to focus on one task.**

Teleworking Advantages:
- **Reduced or zero commuting time**
- **Greater ability to focus on one task**
- **Flexible schedules**
- **Reduced office desk space requirements**

Question 69

What is the meaning of the letter **e** in the word **e-mail**?

○ Express

○ Electric

○ Electronic

○ Efficient

o **Electronic**

Question 70

E-commerce is the term used to describe business that:

○ uses computers to carry out its work.

○ is carried out using electronic funds transfer.

○ involves the import and export of electronic equipment.

○ buys or sells good and services online.

- o **Buys or sells good and service online.**

Question 71

You can reduce the risk of eye-strain by **one** of the following actions:

○ increase the contrast between screen and room lighting.

○ using an anti-glare filter on your monitor.

○ reducing your monitor's colour depth setting.

○ positioning the screen with a window behind it.

o **Using an anti-glare filter on your monitor.**

Question 72

You can reduce the risk of neck, back and shoulder pain, by **one** of the following actions:

○ Using a larger monitor with sharper resolution.

○ Using a wireless mouse.

○ Keeping the keyboard close to the front of the desk.

○ Using a fully adjustable operator's chair.

Neck (عنق) back (ظهر) shoulder (كتف)

o **Using a fully adjustable chair.**

Question 73

Which **one** of these actions demonstrates poor health and safety practice in the use of computers?

○ Touching internal parts of the PC.

○ Running several applications at the same time.

○ Only using a single power socket for each PC.

○ Using out-of-date software.

○ **Touching internal parts of the PC**

Question 74

Which **one** of these statements best describes computer backup?

○   Reverting to the previously saved version of an electronic file

○   Keeping a copy of computer files on a separate storage device

○   Storing paper printout from your computer files

○   Storing computer files on a variety of separate storage devices

o   **Keeping a copy of computer files on a separate storage devices.**

Question 75

A PDA which has been **backed up** - but **not** password protected - has been stolen. Which **one** of the following consequences may result?

○ Loss of the right to use the software that came with the PDA

○ Time wasted on re-entering all the records in a replacement PDA

○ Misuse of confidential files and telephone numbers

○ Loss of contact details on the stolen PDA

o **Misuse of confidential files and telephone numbers**

Question 76

Which **one** of the following statements about copyright is **true**?

○   You can use downloaded graphics in any way.

○   You are allowed to re-use text that you copy from the Web.

○   When you purchase software, the copyright transfers to you.

○   Audio files on the Internet are subject to copyright.

      o   **Audio files on the internet are subject to copyright**

Question 77

Which **one** of the following statements about copyright is **true**?

○ You give up your copyright to text that you publish on the Internet.

○ You can re-use downloaded graphics in any way.

○ Scanned images are subject to copyright.

○ When you purchase software, the copyright transfers to you.

o **You give up your copyright to text that you publish on the Internet.**

Question 78

The main purpose of data protection legislation is to:

○   prevent software piracy.

○   safeguard privacy of personal details.

○   improve computer backup procedures.

○   control the way that software is developed.

o   **Safeguard privacy of personal details.**

Data Protection and Privacy Issues

      If your computer system holds information about individuals then you have a moral and legal duty to treat that information with respect. For instance if a police force computer is used by unscrupulous people to gain unauthorized information about a persons private life that would be a clear breach of trust. In the same way doctors, government departments and credit agencies often hold vast amounts of information about the general public, which is both sensitive and private. In a free society you have the right to ensure that the information held about you is not abused. In many countries, this right is enshrined under data protection laws.

Question 79

Which **one** of the following statements about an organisation's information security policy is **true**?

○   Applies to the employee, not the employer

○   Deals with the handling of confidential data

○   Deals only with data held on computers

○   Covers the licensing of operating system software

o   **Deals with the handling of confidential data.**

Drag each of the statements about user IDs and passwords to the relevant box.

ID		Password
	Should be changed regularly	
	Must be unique on the network	
	Identifies a specific user on a network	
	Not confidential	
	Ensures that the person logging on is who they say they are	

SUBMIT

Must be unique on the network

Should be changed regularly

Identifies a specific user on a network

Ensure that the person logging on is who they say they are

Not confidential

User IDs and passwords?

A User ID, is normally used to logon to a computer, or computer network. It uniquely identifies you to the network. In addition you use a password, which is only known to you. The password guarantees that no one can access the network and impersonate you (in theory). Once you have logged on (i.e. connected) to the rest of your computer network, you will have been assigned access rights to the network. Your network administrator will have defined these access rights. The idea of access rights is that you only have the ability to connect to, or share, devices that you have authority to use. In other words, the network administrators often have access rights to just about every computer, printer, modem etc on the network. You on the other hand may have access rights to print to only certain, specified printers and you may be able to access only certain data held on the network.

Choosing a secure password?

Your password is the only thing that will prevent someone else logging into a computer using your user ID and impersonating you. It is important to choose a password that cannot be easily guessed by other people. Ideally a password should be at least 8 characters long & contain a mixture of words and numbers. It is also recommended that you change your password regularly; some computer systems will require you to change your password periodically.

Question 81

Good anti-virus practice	Updating anti-virus software once a year	Poor anti-virus practice
	Scheduling virus checks to run once a day	
	Deleting e-mail from unknown sources	
	Opening unknown e-mail attachments	

SUBMIT

Updating anti-virus software once a year
Scheduling virus checks to run once a day
Deleting e-mail from unknown sources
Opening unknown e-mail

Good anti-virus practice		Poor anti-virus practice
		Updating anti-virus software once a year
Scheduling virus checks to run once a day		
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SUBMIT