

Question:	Answer:
Which of these keyboard shortcuts quickly save a file?	Ctrl S
Which option would you choose to save a copy of your work, without overwriting the original?	save as
Which of these is the best way to organise lots of files?	Alphabetical order
What should a password always be?	Hard to guess
If you haven't saved your work and the computer crashes, what happens to it?	Auto-save might have saved your work but rely on it
How does your computer know which application to open a file with?	The file extension
What makes a good password?	A mix of letters, numbers and special characters
What is a network?	A device (or computer) which is connected to at least one other device
What is an attachment?	A file that is sent with an email
What is your email address for school?	username@acle.norfolk.sch.uk
Which of these is the most important when presenting information?	Audience and purpose
Which of these might you include in a newsletter?	Graph or chart
What application should you use if you want to present your information in the form of a leaflet or poster?	Desktop publishing
What application should you use if you want to present your information in the form of a chart or graph?	Spreadsheet
What application should you use if you want to present your information online?	Web design
What application should you use if you want to present your information in the form of a video or short film?	Video editing
What application should you use if you want to present your information as moving images and text?	Animation
What type of software should you use if you want to create or edit images to present your information?	Drawing / painting package
What approach could you use to help design a film sequence?	Create a storyboard
Which of these is NOT capable of producing a spreadsheet?	Microsoft Office Word
What word is used to describe re-organising the order of data?	Sort
to?	The column the cell is in
Formulae must always start with which symbol?	Equals
for?	event
cell?	Fill handle
spreadsheet easier to understand?	visual way
do what?	Resize a cell to fit the text inside
a chart. This is called a...?	Wizard
position of text?	Alignment
Which of the following is NOT true of databases?	You have to use a computer
databases?	Microsoft Office Access
customers of a supermarket?	Mail merge
databases?	use the database
following is an example of information?	9
Which of the following holds a single piece of data?	Record

Which field would be inappropriate in a database of countries?	First name
What is the correct definition of a primary key?	record
when entered to a table?	Validation
enter to only a few options, e.g. male or female?	List check
Which of these is classed as personal information?	Date of birth
What can you do to get less spam?	details' box when filling forms in
What might someone do if they steal your identity	up a loan in your name
Why should you be careful when using file sharing sites?	You might be downloading malware
mobile phone post your location on social networking sites.	you're out and burgle it
What term describes the act of winding someone up online?	Trolling
know online?	and meet in a public space
What software can you use to avoid getting viruses?	Anti-virus software
Which of these statements is true?	sites