Level 1 IT Principles 1 (7266-101)

City & Guilds

e-Quals 07 Sample Multiple Choice Paper

> www.cityandguilds.com/e-quals07 June 2008 Version 1.0



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2008 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400

www.cityandguilds.com learnersupport@cityandguilds.com

Outcome 1 – Describe and use hardware

1	The main purpose of backup storage devices is to			
	a store read-only data b provide facilities for printing c temporarily store data for deletion d store data for later retrieval.			
2	Which type of computer is best suited to running many programs at the same time?			
	a Mainframe.b Workstation.c Personal Digital Assistant.d Micro.			
3	Which input device is best suited to create an electronic file from a paper copy?			
	a Mouse. b Track-ball. c Scanner. d Digital camera.			
4	What input device is connected to a computer and used to select icons on screen?			
	a VDU. b Mouse. c Scanner. d Digital Camera.			
5	The output device used to produce a hard copy is a			
	a hard disk drive b CD-ROM drive c laser printer d Visual Display Unit.			
6	Which of the following is used to store data optically?			
	a hard disk drive b DVD - RW c USB d floppy disk drive.			

- Which type of printer uses toner? 7
 - Thermal а
 - Laser b
 - Ink jet С
 - d Impact.
- 8 A5 paper is
 - twice the size of A4
 - half the size of A4 b
 - twice the size of A3 С
 - half the size of A6.
- Figure 1 shows an example of which type of device? 9
 - Modem/router. а
 - Laptop/notebook. b
 - Dye sublimation printer. Flatbed scanner. С
 - d



Figure 1

10	Which type of computer storage loses the data stored when the computer is turned off?			
	b c	RAM. ROM. Hard disk. DVD		
11	How many times do you need to fold a sheet of A4 paper to correctly fit into a DL10 envelope?			
	b c	1. 2. 3. 4.		
Outco	Outcome 2 – Use the operating environment			
12	2 A GUI Desktop icon			
	b c	is a shortcut to an application is a data entry tool protects a file closes an open application.		
13	What is the second stage of the processing cycle?			
	b c	Storage. Input. Process. Output.		
14		the fourth stage of the processing cycle?		
	b c	Storage. Input. Process. Output.		
Outcome 3 – Identify, describe and use systems applications and tools				
15	Which o	of the following applications would be best suited to creating letters and		
	b c	Spreadsheet software. Database software. Word processing software. E-mail software.		

16	Which one of the following applications would be best suited to preparing and running slide shows?				
	a b c	Spreadsheet software. Database software. imaging software.			
	d	Presentation Graphics software.			
17	Which software application could be used to store, sort and search cust records?				
	a b c	Database. Word Processing. Graphics.			
	d	Desktop Publishing.			
18	Which one of the following applications would be used to view the World Wide Web?				
	a b	E-mail. Database.			
	c d	Desktop publishing. Internet browser.			
19	A virus checker				
	a b c	speeds up the main memory in the computer scans the hard disk to find faulty areas finds and deletes files that are infected			
	d	defragments the files on the hard disk.			
Outco	me 4	– Use file management for disks in directories/folders			
20	What is the main purpose of antivirus software?				
	a b	Improved performance when accessing files. Deleting files that are no longer required.			
	c d	To isolate or remove infected files. Clearing the hard disk of old files.			
21	How many Bits in 4 Bytes?				
	a b	8. 16.			
	c d	24.32.			

- 22 The basic purpose of a firewall is to prevent all viruses been downloaded backup all files on a daily basis b prevent unauthorised access to data С to prevent e-mails from unknown contacts. d 23 A directory structure is linear b tabular circular С hierarchical. A folder can store 24 а files only files and folders b folders only С d only one type of file. Confidential data is data that should be shared with 25 everyone in the computer room а only those entitled to see it b С the personnel manager only d the senior person on duty. The typical capacity of a hard disk is measured in 26 terabytes а kilobytes b megabytes С d gigabytes. 27 To restore data after a system failure, daily backups should be made of all data files b new/modified files only software applications С old data files only.
 - Which storage media is **most** likely to be affected by strong magnetic fields? DVDR. а b CD ROM.
 - Back up tapes. С
 - d RAM.

28

- 29 The typical capacity of a USB memory stick is measured in
 - terabytes а
 - gigabytes kilobytes b
 - С
 - d bits.
- 30 The typical capacity of a single layer DVD is
 - 4.7 gigabytes
 - 4.7 megabytes b
 - 8.4 gigabytes С
 - 8.4 megabytes.

Outcome 5 – Describe information networks

- Which of the following protocols for data transmission could be considered as the 31 backbone of the Internet?
 - NCP. а
 - MPLS. b
 - С TCP/IP.
 - d NetBIOS.
- 32 Figure 2 below shows a
 - memory card а
 - b Network Interface Card
 - motherboard С
 - d router.



Figure 2

33 When a validated PC connects to a network, the checking is carried out by the а disk operating system network operating system b file operating system С d terminal operating system. Internet connection speeds per second are normally measured in 34 bits b bytes kilobytes С gigabytes. Outcome 6 - Identify health and safety issues and good practice To **reduce** the risk of Repetitive Strain Injury (RSI) a computer user should 35 install a bright light а take regular breaks b use a VDU with a high refresh rate С d use anti-glare glasses. Which one of the following is likely to **contribute** towards Repetitive Strain 36 Injury (RSI)? а Adequate lighting. Adjustable seating. b Glare on the VDU screen. С d Incorrect posture. 37. In the interests of Health and Safety, fire doors must be kept open unmarked b blocked С d accessible. 38 A potential safety hazard in the work place is closed filing cabinet drawers а overloaded power points b secure cables С a tidy work environment.

39	When cleaning a PC				
	a b c d	ensure that the power is on use household detergents only use approved resources use soap and water.			
40	As an IT User which area of the PC would you not be responsible for cleaning?				
	a b	Monitor Mouse			
	С	Motherboard			
	d	Keyboard.			

End of test

ANSWER KEYS

Paper number: 7266-101

Paper title: IT Principles 1

Question	Answer	Outcome Reference
Number		
1	D	01.04
2	A	01.01
3	С	01.03
4	В	01.03
5	C	01.04
6	В	01.02
7	В	01.05
8	В	01.06
9	A	01.07
10	A	01.08
11	В	01.08
12	A	02.02
13	C	02.01
14	A	02.01
15	С	03.04
16	D	03.04
17	Α	03.04
18	D	03.04
19	С	03.03
20	C	04.03
21	D	04.08
22	С	04.06
23	D	04.01
24	В	04.02
25	В	04.06
26	D	04.08
27	В	04.04
28	С	04.07
29	В	04.05
30	A	04.05
31	С	05.01
32	В	05.02
33	В	05.01
34	Α	05.03
35	В	06.01
36	D	06.03
37	D	06.05
38	В	06.05
39	С	06.04
40	С	06.04