

Office Systems & Technology  
Chapter 1 – A

1. I - Batch processing
2. K - Central processing unit
3. P - Data
4. J - Data origination
5. N - GB
6. F - Hard copy
7. H - Information
8. G - KB
9. L - MB
10. M - Online processing
11. A - PB
12. E - Processing
13. D - Soft copy
14. C - Source data automation
15. B - Source document
16. Q - Storage
17. R - TB
18. O - Turnaround time

- A. 1 Quadrillion bytes
- B. An original record
- C. Data can be entered into the computer system at the time the transaction originates
- D. Electronic output viewed on a computer screen
- E. Input data are changed and/or combined with other data to produce information
- F. Printed report
- G. 1 Thousand bytes
- H. Processed data that is timely, meaningful and useful.
- I. Processing transactions as a group at a future date
- J. Readies data for input. Original (raw) data is organized for processing
- K. The heart of all computer-based information systems
- L. 1 Million bytes
- M. The user enters transactions through an input device that is directly connected to the computer system
- N. 1 Billion bytes
- O. Time it takes between submission of data and receipt of output
- P. Unorganized facts
- Q. Where data and information are electronically held for future use
- R. 1 Trillion bytes

20. **The information processing cycle (number in order)**

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|----------------------|----------------------|
| 2 - Data Input       | ___ 6 - Distribution |
| 1 - Data Origination | ___ 3 - Processing   |
| 5 - Data Output      | ___ 4 - Storage      |