

Office Systems & Technology
Chapter 1 – B

1. K - Calculating
2. F - Classifying
3. D - Duplicating
4. H - Interactive operations
5. Q - Merging
6. S - Multiprocessing
7. J - Multiprogramming
8. L - Multitasking
9. B - Natural Language Processing
10. C - Networking
11. O - Recording
12. G - Remote Access
13. P - Retrieving
14. M - Sorting
15. N - Storing
16. I - Summarizing
17. E - Telecommuter
18. R - Time-sharing
19. A- Verifying

- A. Checking the accuracy of data
- B. Communicating with a computer in English or the natural language of the user.
- C. Computers at various locations are linked together by communication lines providing a link between departments and the types of data created in each.
- D. Creating more than one record of a transaction.
- E. Employee who works at home and is connected to the office data through a communications channel.
- F. Identifying data according to at least one characteristic that is useful in making management decisions.
- G. Input/output devices located at a remote office that needs to be connected to the firm's information system to enter and receive data.
- H. Interchange between the user at the data entry terminal and the processor unit during execution of a program.
- I. Large quantities of data are reduced.
- J. More than one processing job being executed at the same time by switching back and forth between the multiple programs until all processing is complete.
- K. Most important part of the manipulation phase where any mathematical and logical computations are performed.
- L. Multiprogramming on a single user operating system.
- M. Physical process of arranging data in specific classifications.
- N. Retaining processed results in some usable form.
- O. Source data are captured for processing; manually or through source data automation.
- P. The process of searching for and gaining access to the stored information.
- Q. Two sets of data being brought together so that a single report may be developed.
- R. Users may share the computer system resources at the same time; each acting independently of any other user on the system.
- S. When two or more application software programs need to be executed at the same time in a single computer system.

20. The vital role of computer-based information systems in today's organization are based on the following:

Speed
Accuracy

Consistency
Reliability