Office Systems & Technology
Chapter 2 – A

1. M - Arithmetic / logic unit
2. F - Cache memory
3. P - Central Processing Unit
4. G - Control Unit
5. Q - Digital Computer
6. N - Hard copy
7. E - Hardware
8. K - Input Devices
9. H - Microprocessor
10. J - Nonvolatile storage
11. C - Output
12. L - Primary Storage
13. A - Processor Unit
14. O - Random Access Memory (RAM)
15. B - Read Only Memory (ROM)
16. D - Secondary Storage
17. I - Soft copy

A. Consists of primary storage and the CPU.
B. Critical system instructions for starting the computer are permanently stored by the computer manufacturer and cannot be changed by business users.
C. Data that has been processed.
D. Data to be saved for future processing.
E. Equipment used in processing data.
F. Fast memory that temporarily stores blocks of software instructions and data for quick access during processing.
G. Includes instruction registers and control circuits.
H. Includes the control unit and the arithmetic logic unit mounted on a single silicon chip.
I. Information that can be viewed on a monitor or heard over a recorder.
J. Instructions are not lost when the computer system is turned off.
K. Introduces raw data into the system.
L. Is divided into ROM, RAM and cache memory.
M. Performs all mathematical computations and logical comparisons.
N. Printed information.
O. Temporarily available for processing business data according to software instructions.
P. The heart of a computer system.
Q. Used to organize numbers and alphabetic data.

True or False

18. T - The digital computer is most often used for processing business data.
19. T - RAM is volatile memory
20. T - The microprocessor determines the computers performance.