Office Systems & Technology
Chapter 2 – A

1. _____Arithmetic / logic unit
2. _____Cache memory
3. _____Central Processing Unit
4. _____Control Unit
5. _____Digital Computer
6. _____Hard copy
7. _____Hardware
8. _____Input Devices
9. _____Microprocessor
10. _____Nonvolatile storage
11. _____Output
12. _____Primary Storage
13. _____Processor Unit
14. _____Random Access Memory (RAM)
15. _____Read Only Memory (ROM)
16. _____Secondary Storage
17. _____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. _____ The digital computer is most often used for processing business data.
19. _____ RAM is volatile memory
20. _____ The microprocessor determines the computers performance.