

Office Systems & Technology
Chapter 2 – E

1. G - Access Time
2. B - CD-R
3. D - CD-ROM
4. N - CD-RW
5. J - Channel
6. A - Direct Access
7. K - DVD
8. L - Hard Disk
9. O - Optical Disc
10. C - RAID
11. F - SAN
12. I - Secondary Storage
13. H - Sequential Access
14. M - Transfer Rate
15. E - USB Flash Drive

- A. Ability to go straight to the record needed without having to read previous records in the same file.
- B. Allows users to store data and information once. Can only be read, cannot be changed.
- C. Combine 10 to 100 small hard disk drives into a single unit, providing large storage capacities and high speeds.
- D. Data can only be read, cannot be changed.
- E. External, portable storage drive that can be carried in your pocket.
- F. High speed fiber channel local area network dedicated to storage that interconnects different storage devices.
- G. Measurement of time required to find the data location and the time required to transfer the data.
- H. Method of retrieving records from a file where each record is read, one after another in sequence, beginning with the first record.
- I. Most common media used for this is magnetic disk, magnetic tape and optical disc.
- J. Necessary communication link that controls the flow of data between the primary storage in the processor unit and the storage device.
- K. Nine times faster than CD because data are more densely packed.
- L. Sometimes referred to as a fixed disk.
- M. Speed at which data can be moved from secondary storage to main memory or vice versa.
- N. Users can store, access and reuse discs.
- O. Uses a laser beam of light to store and read data.