

TRƯỜNG ĐẠI HỌC CÔNG NGHỆ ĐÔNG Á
KHOA CÔNG NGHỆ THÔNG TIN

REVISION
SUBJECT: ENGLISH FOR INFORMATION TECHNOLOGY

I. VOCABULARY AND GRAMMAR:

Exercise 1. Choose the best answer by circling letter A, B, C or D.

1. I'm a data _____ – I process data.
A architect B developer C analyst D supporter
2. Hello, I'm Kamal. _____ to meet you.
A Please B Pleased C OK D Thanks
3. Video and graphic cards are examples of _____ cards.
A expansion B insertion C extension D processing
4. Have you _____ the CD into the correct drive?
A burnt B inserted C set up D run
5. Our website needs to _____ a friendly and efficient service.
A promote B do C share D make
6. The user wants a website that is easy to _____.
A offer B present C design D navigate
7. Data _____ is when you arrange and systemise data.
A processing B coding C collecting D creating
8. You usually need to open an _____ before you can shop online.
A item B exchange C account D order
9. Did you _____ for the product with a credit card?
A buy B pay C spend D select
10. Your software isn't compatible _____ this computer.
A for B with C to D at
11. Who _____ you work for?
A does B do C are D is
12. I _____ a software engineer. What about you?
A work B be C am D do
13. The new computer is _____ than my old one.
A fast B fastest C more fast D faster
14. This is the _____ problem we've had with the system.
A bad B worse C most worse D worst
15. I _____ got the number for the helpdesk.
A don't B haven't C won't D can't
16. Has he _____ the training course yet?
A do B did C done D doing
17. 'How _____ do they defrag their computers?' 'Every Monday morning.'

- A many B often C long D much
18. We did the presentation at 7.00 p.m. _____ that we all went out to dinner.
- A Next B Then C After D Finally
19. ----- you recommend an external hard drive, please?
- A Should B Could C May D Must
20. 'When _____ you unplug the printer?' 'Ten minutes ago.'
- A have B are C do D did
21. Randa _____ me ten emails yesterday.
- A has send B sent C sends D is sending
22. 'Why _____ we run the system check now?' 'That's a good idea.'
- A aren't B don't C haven't D won't
23. What about _____ the cables? Have you done that?
- A check B to check C checking D checked
24. Sorry I can't help. I haven't got _____ knowledge about this subject.
- A a lot B many C much D a little
25. We haven't finished _____ we had a problem with the software.
- A for B so C but D because
26. When we have the new security system, hackers _____ be able to get into the network.
- A aren't B won't C don't D can't
27. A multimeter _____ to measure electrical properties.
- A is used B used C uses D is using
28. Unauthorised personnel aren't _____ to access the data.
- A allow B allowing C to allow D allowed
29. You _____ be late tomorrow. The big boss is coming to our office.
- A mightn't B mustn't C couldn't D wouldn't
30. I need to _____ the new software on your computer. It'll take half an hour.
- A install B insert C transfer D connect
31. There _____ many photos on this website.
- A. have B. is C. aren't D. has
32. The website _____ good graphics.
- A. have B. is C. aren't D. has
33. Please could you help?
- A. No problem. B. No, I don't. C. No D. Yes, sure
34. Can you explain what a database is, please?
- A. I'm afraid I can't. B. No, I don't. C. No problem. D. No, I don't.
35. _____ companies offer customer service and advice on their E-commerce websites.
- A. Some B. A little C. any D. much
36. I don't have _____ knowledge of computers, but I can still shop online.
- A. Much B. many C. some A. any
37. Companies spend _____ money on E-commerce security.

- A. A lot of B. many C. much D. little
38. Even when companies only have _____ money for online marketing, they should spend it.
- A. A little B. a few C. much D. many
39. You have to _____ in using my password.
- A. logging B. logs C. to log D. logged
40. Hackers _____ into the network.
- A. will not to get B. will not get C. will not gets D. will not getting
41. The new security system _____ our customer's better.
- A. will protect B. will to protect C. will protects D. will protecting
42. We use this tool _____ tightening the screws
- A. for B. to C. in D. with
43. You may _____ a virus on your computer.
- A. Have B. Has C. to have D. having
44. The program might not _____ properly.
- A. Run B. Runs C. to run D. running
45. His computer is _____ than hers.
- A. least expensive B. less expensive C. expensive D. most expensive
46. I think you should buy that CPU. It is _____ than the one you have.
- A. most reliable B. more reliable C. the most reliable D. the least reliable
47. That screen resolution is much _____ than before!
- A. Bad B. worse C. the worst D. the bad
48. They haven't got the _____ version.
- A. Latest B. later C. the latest D. late
49. The new monitor was _____ than the old monitor.
- A. Big B. bigger C. biggest D. the biggest
50. You should connect office equipment to the LAN _____ you can then share devices between users.
- A. Even B. and C. but D. because
51. I'd recommend a Dell computer _____ it is cheaper.
- A. So B. because C. but D. and
52. How about _____ the instructions first? I'll do that.
- A. reading B. reads C. to read D. read
53. She _____ the network in December 2008.
- A. created B. created C. to read D. read
54. Has she switched off the computer?- Yes, she _____.
- A. have B. has C. haven't D. to have

55. You mustn't _____ your password to anyone.
A. give B. gives C. to give D. giving
56. How _____ people visit our website every day? - About 20,000.
 A. how much B. how often C. how long D. how many
57. _____ do people visit our website? - At least once a day.
 A. how much B. how often C. how long D. how many
58. _____ do you use Wikipedia?- I use Wikipedia to check information.
A. why B. how often C. when D. how many
59. We don't have to _____ at the weekend.
A. work B. works C. to work D. working
60. He can _____ Word but he can't use Excel.
A. use B. uses C. to use D. using
61. 'FTP' _____ for File Transfer Protocol.
 A. is standing B. stand C. stands D. are standing
62. Which company department works with the data about employees, training, recruitment needs?
 A. Finance B. Human resources
 C. Customer relations D. Technical support
63. My brother creates usernames, passwords and sets firewalls. ***What is his job?***
A. network administrator B. network architect
 C. IT support officer D. database analyst
64. What is the difference _____ database and spreadsheet?
 A. about B. at C. between D. for
65. Which company department works with the data about quantity of product in storage?
 A. Technical support B. Marketing
 C. Production D. Stock management
66. His area is data processing. ***What is his job?***
 A. network administrator B. network architect
 C. IT support officer D. database analyst
67. In the data processing, which step creates categories to organize the data into relevant group?
 A. data collection B. Data coding C. Data validation D. Data sorting
- 68: What is used to copy a file from one host to another?
 A. HTML (HyperText Markup Language) B. FTP (File transfer Protocol)
 C. LAN (Local area network) D. WLAN (wireless local area network)
- 69: In the data processing, which step gathers the raw material which you want to process?
A. data collection B. Data coding C. Data validation D. Data sorting
- 70: What is used to describe the structure of a web page?
 A. LAN (Local area network) B. FTP (File transfer Protocol)
C. HTML (HyperText Markup Language) D. WLAN (wireless local area network)

71. You retrieve information _____ the database.
A. for B. from C. into D. of
72. People think that it is the _____ software of the year.
A. late B. Later C. latest D. lately
73. Companies exchange information and make wholesale transaction. What type of business is it?
A. B2C business- to- customer B. C2C customer – to- customer
C. B2B business- to- business D. M- commerce
74. What uses high- frequency radio waves to communicate between nodes?
A. HTML (HyperText Markup Language) B. FTP (File transfer Protocol)
C. LAN (Local area network) D. WLAN (wireless local area network)
75. When you travel to a foreign country, you need show your _____.
A. identity card B. passport C. money D. ticket
76. Which company department works with the data about profits tax, loans, shares and cash?
A. Finance B. Human resources
C. Customer relations D. Technical support
77. In the data processing, which step cleans the data and double- checks for faults and inconsistencies?
A. data collection B. Data coding C. Data validation D. Data sorting
78. My father is to plan and design the network. *What is his job?*
A. network administrator B. network architect
C. IT support officer D. database analyst
79. In the data processing, which step arranges and systemizes the data?
A. data collection B. Data coding C. Data validation D. Data sorting
80. They anymore. They are very tired.
A. aren't working B. not working C. no working D. are working
81. Customers purchase products and services via mobile devices.
A. B2B business- to- business B. B2C business- to- customer
C. C2C customer – to- customer D. M- commerce
82. We are developing new website security feature. For example, the web application protection firewall (WAF) _____ our websites from hacker attacks on customer contacts and login boxes.
A. will protect B. protects C. are protecting D. has protected
83. _____ are used for different types of situation: the home, small businesses and large corporations. They use the internet to provide remote office connections.
A. LANs - Local Area Networks B. WANs - Wide Area Networks
C. VPNs - Virtual Private Networks D. Internets
84. You should connect office equipment to the LAN _____ you can then share

device between users.

- A. so B. because C. and D. but

85. Is this software compatible _____ this computer?

- A. for B. from C. with D. to

86. I _____ school in Cambridge in the UK at the age of 18 and _____ straight to the University of Bristol to study computing in 2000.

- A. leave/ go B. left/ went
C. has left/ has gone D. will leave/ will go

87. Which is not a hardware problem?

- A. incompatibility between hardware devices
B. drive or disk fragmentation resulting in poor performance
C. connection conflicts between devices
D. tight cables

88. _____ you _____ the remaining disk space recently? Yes.

- A. Have/ checked B. Did/ check C. Are/ checking D. Will/ check

89. A multimeter _____ measuring voltage, current and resistance.

- A. is used to B. is used for C. is used to D. used for

90. We have _____ money for online shopping each week

- A. a little B. a few C. many D. few

91. Scanners, printers and webcams are ____.

- a. extras b. peripherals c. externals

92. Add extra USB ____ to your computer....

- a. ports b. doors c. windows

93. ... with a USB ____.

- a. centre b. point c. hub

94. ADSL is also known as ____.

- a. wideband b. broadband c. longband

95. I want to get a ____ ADSL modem.

- a. quick-speed b. fast-speed c. high-speed

96. The internet is much faster with a broadband connection than with ____.

- a. dial-up b. phone-up c. call-up

97. With a wireless router, you can ____ your broadband connection with other users.

- a. divide b. combine c. share

98. This wire's too short. I need an ____ cable.

- a. extended b. extension c. extender

99. You can connect a USB plug to a PS/2 port by using ____.

- a. an adaptor b. a bridge c. a connector

100. Making changes to a text is called ____.

- a. altering b. renewing c. editing

101. To change normal text to italic, first you must ____ the text you want to format.

- a. choose b. take c. select
102. A very pale image behind the text is called ____.
- a. an ink mark b. a watermark c. a grey mark
103. To divide the text into two pages, insert a ____.
- a. page break b. page stop c. page change
104. The numbers at the bottom of the page are ____.
- a. page numbers b. sheet numbers c. paper numbers
105. An extra note at the bottom of the page (usually in a smaller font size) is called a
- a. bottom note b. foot c. footnote
106. In word processing, to put things into alphabetical order is to _.
- a. sort b. organise c. order
107. A list of contacts, addresses etc. is called .
- a. an archive b. a list c. a database
108. Producing a document on your computer and sending it direct to a printing press is ____.
- a. computer publishing b. desktop publishing c. electronic publishing
109. Cut or copied text is temporarily stored in the ____.
- a. clipboard b. clip c. clipart
110. In Microsoft PowerPoint, when creating a new presentation, you can choose between a blank presentation, a design template and the AutoContent ____.
- a. witch b. wizard c. bogeyman
111. PowerPoint can be used to create presentation _.
- a. slideshows b. picture shows c. exhibitions
112. You can choose a _ to move from one slide to another.
- a. changing effect b. moving effect c. transition effect
113. You can include moving pictures in your presentation. These are called ____.
- a. films b. movies c. animations
114. You can choose a _ for your presentation.
- a. colour pattern b. colour arrangement c. colour scheme
115. You can give your presentation over the internet as an _.
- a. online broadcast b. online show c. online spectacle
116. It's usually clearer to present statistics in the form of a table or ____.
- a. chart b. figure c. track
117. If you wish, the software will help you _ of your presentation.
- a. practice the times b. rehearse the timing c. try out the times
118. You can choose to record the ____ on your computer...
- a. narration b. speaking c. voice
119. ...rather than giving it ____.
- a. in real life b. for real c. live

120. A person who illegally accesses somebody else's computer over the internet is called a _____.
 a. pirate b. hack c. hacker
121. A website which (in theory) cannot be accessed by a hacker is _____.
 a. strong b. secure c. clean
122. A website which can only be viewed by authorised people has ____ access.
 a. reduced b. small c. restricted
123. Unwanted advertising emails are popularly known as _____.
 a. meatloaf b. spam c. sausages
124. Software which blocks attempts by others to access your computer over the internet is called a _____.
 a. firewall b. fire blanket c. fire engine
125. It's essential to _____ your anti-virus protection regularly.
 a. up-to-date b. date c. update
126. Anti-virus software can _____ your computer for viruses.
 a. detect b. review c. scan
127. Anti-virus software can also _____ viruses on removable media, such as floppy disks.
 a. detect b. control c. see
128. When your anti-virus software subscription _____...
 a. ends b. stops c. expires
- 129.... it's a good idea to _____ it immediately.
 a. renew b. renovate c. replace

Exercise 2: Match the definition with the correct word or phase by circling A, B, C or D.

1. Data about quantity of product in storage.....
 A. stock management B. human resources
 C. marketing department D. sales
2. Data about product specifications, details and design....
 A. data validation B. data collection
 C. human resources D. production
3. A(n) _____ is someone who tries to break into a computer system.
 A. Trojan B. spyware
 C. hacker D. browser hijacker
4. A program which is usually free but contains a virus is called a(n) _____.
 A. Trojan B. spyware
 C. encryption D. firewall
5. An effort to get unauthorised access to a computer is called a(n) _____.
 A. hacker B. browser hijacker
 C. malware attack D. spyware
6. A(n) _____ is software that replaces the user's search engine with its own.
 A. hacker B. browser hijacker

- C. malware attack D. spyware
37. _____ blocks authorised access
- A. Trojan B. Spyware
- C. Hacker D. Encryption
8. Software that sends information about the use of a computer system is called _____
- A. Spyware B. Trojan
- C. encryption D. firewall
9. _____ is software that automatically plays commercials on a computer.
- A. Spyware B. Adware
- C. Encryption D. Biometric scanning
10. _____ is one way to make sure that only authorised people access the network.
- A. Spyware B. Browser hijacker
- C. Malware attack D. Biometric scanning
11. I'm _____. I create usernames and passwords and I set firewalls.
- A. a network administrator B. an IT support officer.
- C. database analysts D. a network architect
12. I'm _____. Her job is to plan and design the network.
- A. a network administrator B. an IT support officer.
- C. database analysts D. a network architect
13. His job is to make sure all of the computers work properly. She is _____.
- A. a network administrator B. an IT support officer.
- C. database analysts D. a network architect
14. It measures electrical properties such as AC or DC voltage, current and resistance. It troubleshoots electrical problems in batteries, power supplies, and wiring systems.
- A. Cable tester B. Multimeter
- B. C. Diagnostic software D. System diagnostic card
15. It is an electronic device that checks the electrical connections in wired devices.
- A. Cable tester B. Multimeter
- B. C. Diagnostic software D. System diagnostic card
16. Malicious software that can copy itself and infect the system.
- A. Malware B. Spyware
- C. Worm D. Virus
17. Affects privacy. It does not take control of a computer system, but sends information about the use of a computer system.
- A. Malware B. Spyware
- C. Worm D. Virus
18. A _____ protects the system from public access.
- A. Firewall B. Antivirus software
- B. C. Authentication D. Encryption
19. _____ used for inserting and removing fibre.
- A. Insertion/ extraction clipper B. Hex key

C. Anti-static wrist strap

D. Screwdriver

20. .People sell or exchange second-hand, used items and collectibles.

A. B2C business-to-consumer

B. B2B business-to-business

C. C2C consumer-to-consumer

D. M-commerce

Exercise 3. Match the word 31 - 40 to the description A - K

1. meta tag - f	A. information about the help desk, support calls, manuals, problem reports.
2. customer relations - b	B. data about customers, satisfaction surveys, promotion
3. traffic - c	C. the movement and actions of visitor to your site
4. Technical support - a	D. enter the data into a system
5. data entry - d	F. invisible information (eg. a hidden keyword) on a website
6. A firewall - j	G. is used for tightening and removing screws.
7. Screwdriver - g	H. make sure only authorized people access the network.
8. A modem - k	I. is an entrance to another network
9. A gateway - i	J. protects the system from public access.
10. Username, password and biometric scanning - h	K. modulates and demodulates the data into a digital or an analog signal.

PART II. READING: *Read the following passages and circle the letter A, B, C or D on your answer sheet to indicate the correct answer to each of the following s*

Reading Passage 1

DATA STORAGE

Online storage is an emerging method of data storage and back-up. A remote server with a network connection and special software backs up files, folders, or the entire contents of a hard drive. There are many companies that provide a web-based backup. One emerging technology in this area is cloud computing. This allows colleagues in an organisation to share resources, software and information over the Internet. Continuous backup and storage on a remote hard drive eliminates the risk of data loss as a result of fire,

flood or theft. Remote data storage and back-up providers encrypt the data and set up password protection to ensure maximum security. Small businesses and individuals choose to save data in a more traditional way. External drives, disks and magnetic tapes are very popular data storage solutions. USB or flash memories, DVDs and hard disks are cheap and widely accessible solutions. These methods are very practical with small volumes of data storage and backup. However, they are not very reliable and do not protect the user in case of a disaster.

1. What is online storage method?

- A. A remote server with a network connection and special software backs up files, folders, or the entire contents of a hard drive.
- B. internet users send files and folders of documents to a company that has storage drive.
- C. cloud computing
- D. A, B and C

2. Cloud computing

- A. allows people in an organization to send emails.
- B. allows colleagues in an organisation to share resources, software and information over the Internet
- C. allows IT students to send information to each others
- D. is used by the IT students only.

3. Continuous backup and storage on a remote hard drive.....

- A. helps users store more data in their computers.
- B. increases the risk of data loss as a result of fire, flood or theft.
- C. eliminates the risk of data storage.
- D. reduces the risk of data loss as a result of fire, flood or theft

4. Why continuous backup and storage on a remote hard drive can eliminate the risk of data loss?

- A. Spyware
- B. Browser hijacker
- C. because it encrypts the data and set up password protection to ensure maximum security
- D. Biometric scanning

5. What are the popular traditional devices to store the data?

- A. computers
- B. laptops
- C. mobile phones
- D. external drives, disks and magnetic tapes.

Reading Passage 2

RANGE AND SPEED

Range

Wireless networks have limited range. Network range depends on the type of 802.11 protocol, strength of the device transmitter and the architecture of the surrounding area. Some structures, such as walls and metal frames, reduce the range of a WLAN by 25%. However, users can extend the range of a WLAN.

Repeaters forward the wireless signal to access points or routers and increase the range of a network.

Speed

Bandwidth and latency are the measures of computer network speed, or data transfer rate. Bandwidth is the maximum throughput of data in bits per second. Some modems support 100 Gbit/s but speed depends on the hardware and software used. Latency is the delay that network creates during the transfer data. Users have no, or very little, control over bandwidth and latency.

6. How many things does network range depend on?

- A. two
- B. three
- C. four
- D. five

7. What can reduce network range?

- A. structures like walls and metal frames
- B. surrounding area
- C. latency
- D. type of 802.11

8. What can improve network range?

- A. latency
- B. metal frames
- C. repeaters
- D. device transmitter

9. What two things affect speed?

- A. surrounding and latency
- B. bandwidth and latency
- C. walls and metal frames
- D. software and hardware

10. What is latency?

- A. the delay that network creates when users browsing the network.
- B. the delay that network creates when an IT supporter using the network.

- C. the delay that network creates when collecting the data.
- D. the delay that network creates during the transfer data.

Reading Passage 3

The technology needed to set up a home network is here today. It is just a matter of connecting a number of PCs equipped with Ethernet adapters to a hub using twisted pair cabling which uses sockets rather like phone sockets. Special isolation adapters can be fitted to allow existing mains lines to be used instead of twisted-pair cabling, most future home networks, however, are likely to be wireless network systems, using tuned transmitter and receiver devices. The simplest networks allow basic file-sharing and multi-player gaming as well as sharing of peripherals such as printers, most advanced home networks are likely to have a client/server structure, with low-cost terminals, or 'thin' clients, connected to a central server which maintains the system's storage capacity and, depending on whether the terminals are dumb or processor-equipped network computers, its processing power. To make the most of such a network, it must become part of an integrated home entertainment and control system. To the user, the desktop becomes just one of many features accessible throughout the house. Tired of working in the study? Top down to the living room and reload it into the terminal there. Before you start work, call up the hi-fi control program and have the music of your choice pumped through the living room speakers. Computer and entertainment networks can be separated but linked by the server to allow control of the latter from the terminals. Future home networks are more likely to have the entire system based on a single loop.

11. How can people currently set up their home network?

- A. Connect their PCs integrated Ethernet adapters to the hub by using twisted pair cabling
- B. Link their computers to the local network
- C. Install a software on their computers and use sockets to connect
- D. Use twisted pair cabling and phone sockets.

12. Which equipment can be used in order to make use of existing main lines instead of twisted pair cabling?

- A. A hub B. transmitter C. special isolation adapter D. cable

13. What type of network is more likely to be used in the future?

- A. LAN B. MAN C. WAN D. Wireless

14. Which home networks are equipped with a client/server structure?

- A. The simplest home network
B. The most advanced home network
C. Low-cost network
D. Local Area Network

15. Why have the computer and the entertainment network to be linked together?

- A. To load the information and data
B. To process the programs
C. To ensure the control of the network with terminals
D. To reload the Internet to the terminals.

Reading Passage 4

Bramley College now has full electronic information resources in the College Library to help you in your studies. On CD-ROM in the library we have about fifty databases, including many statistical sources. Want to know the average rainfall in Tokyo or the biggest export earner of Vanuatu? It's easy to find out. Whether you are in the School of Business or the School of Art & Design, it's all here for you.

You can conduct your own CD-ROM search for no charge, and you can print out your results on the library printers using your library photocopying card. Alternatively, you can download your results to disk, again for no charge, but bring your own formatted floppy disk or CD-ROM. If you are not sure how to conduct a search for yourself, library staff can do it for you, but we charge \$20 for this service, no matter how long or how short a time it takes.

All library workstations have broadband access to the Internet, so you can find the web-based information you need quickly and easily. If you are unfamiliar with using the Internet, help is available in several ways. You can start with the online tutorial Netstart; just click on the Netstart Icon on the Main Menu. The tutorial will take you through the

basic steps to using the Internet, at any time convenient to you. If you prefer, ask one of the librarians for internet advice (best at quiet times between 9.00am and 11.30am weekdays) or attend one of the introductory group sessions that are held in the first two weeks of each term. Sign your name on the list on the Library Bulletin Board to guarantee a place, as they are very popular.

A word of warning: demand for access to library workstations is very high, so you are strongly advised to book a workstation, and we have to limit your use to a maximum of one hour at any one time. Make your booking (for which you will receive a receipt) at the information Desk or at the enquiry desks in the Media Services Area (Level 1). Also, use of the computers is limited to Bramley students only, so you may be asked to produce your Student Identification Card to make a booking, or while using the workstations.

16. To use the library printers, students must have.....

- A. a floppy disk.
- B. correct change in coins.
- C. a photocopying card.
- D. coins

17. To copy search results to a floppy disk, students pay.....

- A. \$20.
- B. no fee.
- C. a fee dependent on the time taken.
- D. \$50.

18. If library staff helps students search for information on CD-ROM, students have to pay.....

- A. \$20.
- B. no fee.
- C. a fee dependent on the time taken.
- D. \$40.

19. Students can learn to use the Internet.....

- A. at all times.
- B. in the first two weeks of term only.
- C. between 9.00am and 11.30am only.
- D. 11.30am only

20. To ensure efficient access to the library workstations, students should.....

- A. queue to use a workstation in the Media Services Area.
- B. reserve a time to use a workstation.
- C. work in groups on one workstation.
- D. use a workstation in the Media Services Area

Reading Passage 3

A computer is a (21) _____ with an intricate network of electronic circuits that operate switches or magnetize tiny metal cores. The I switches, like the cores, are capable of being in one of two possible I states, that is, on or (22) _____; magnetized or

demagnetized. The machine is capable of storing and manipulating numbers, letters, and characters. The basic idea of a computer is that we (23) _____ the machine do what we want by inputting signals that turn certain switches on and turn others off, or that magnetize or do not magnetize the cores.

The basic job of computers is the (24) _____ of information. For this reason, computer can be defined as devices which accept information in the form of instructions called a program and characters called data, perform mathematical and/or logical (25) _____ on the information, and then supply results of these operations. The program, or part of it, which tells the computers what to do and the data, which provide the information needed to solve the problem, are kept inside the computer in a place called memory.

21. A. machine B. material C. operator D. metal
22. A. from B. of C. off D. out
23. A. should make B. must make C. can make D. have to make
24. A. entering B. processing C. coding D. encrypting
25. A. data B. circuits C. operations D. programs

Reading Passage 6

Word-processing facilities

Writing letters, memos or reports are the ways most people use computers. They (26) _____ words and text on a screen primarily to print at some later time and store for safe keeping. (27) _____ alleviate much of the tedium associated with typing, proofing and manipulating words. Because computers can (28) _____ and recall information so readily, documents need not be retyped from scratch just to make corrections or changes. The real strength of word (29) _____ lies in this ability to store, retrieve and change information.

Typing is still necessary (at least, for now) to put the information into the computer initially but once in, the need to retype only applies to new information.

Word processing is more than just typing, however. Features such as Search and (30)_____ allow users to find a particular phrase or word no matter where it is in a body of text.

This becomes more useful as the amount of text grows.

26. A. manipulate B. work C. process D. analyze
27. A. Users B. Computers C. Programs D. Programmers
28. A. enter B. process C. type D. store
29. A. computer B. processor C. processing D. program
30. A. copy B. paste C. cut D. replace