

Office Systems & Technology
Chapter 1 – A

1. _____ Batch processing
2. _____ Central processing unit
3. _____ Data
4. _____ Data origination
5. _____ GB
6. _____ Hard copy
7. _____ Information
8. _____ KB
9. _____ MB
10. _____ Online processing
11. _____ PB
12. _____ Processing
13. _____ Soft copy
14. _____ Source data automation
15. _____ Source document
16. _____ Storage
17. _____ TB
18. _____ Turnaround time

- A. 1 Quadrillion bytes
- B. An original record
- C. Data can be entered into the computer system at the time the transaction originates
- D. Electronic output viewed on a computer screen
- E. Input data are changed and/or combined with other data to produce information
- F. Printed report
- G. 1 Thousand bytes
- H. Processed data that is timely, meaningful and useful.
- I. Processing transactions as a group at a future date
- J. Readies data for input. Original (raw) data is organized for processing
- K. The heart of all computer-based information systems
- L. 1 Million bytes
- M. The user enters transactions through an input device that is directly connected to the computer system
- N. 1 Billion bytes
- O. Time it takes between submission of data and receipt of output
- P. Unorganized facts
- Q. Where data and information are electronically held for future use
- R. 1 Trillion bytes

20. **The information processing cycle (number in order)**

- _____ Data Input
 _____ Data Origination
 _____ Data Output

- _____ Distribution
 _____ Processing
 _____ Storage