

Fill in the blank with the term that is described.

- _____ 1. accesses data or files in order
- _____ 2. e.g. supermarket checkout
- _____ 3. e.g. range check
- _____ 4. Cost of setting up a system (hardware, software, staff, etc.) - usually very high.
- _____ 5. Responsible for data preparation staff
- _____ 6. Cost of maintaining a system, consumables (disks, tapes, paper, toner, etc.)
- _____ 7. Makes sure things are done in the right order and at the right time.
- _____ 8. Enter data into the computers
- _____ 9. contains all important details
- _____ 10. one main purpose
- _____ 11. Write, debug, document and maintain programs.
- _____ 12. goes directly to data or file
- _____ 13. terminals connect to this
- _____ 14. Look after the day to day running of the computer system
- _____ 15. identifies product
- _____ 16. this updates the master file
- _____ 17. immediate response
- _____ 18. e.g.type data in twice to check
- _____ 19. Person who plans how computers can be used effectively by an organisation.
- _____ 20. Sells systems to customers - arranges demos, training.
- _____ 21. Installs and maintains coomputer systems.
- _____ 22. connected
- _____ 23. scan documents for wp
- _____ 24. used for permanent copies
- _____ 25. Person in charge of the whole data processing department.