

Commercial Data Processing

Place the letter of the term that matches the description on the blank in front of the number.

- _____ 1. Responsible for data preparation staff
A. Data Preparation supervisor B. Programmers C. Running Costs D. Master File
- _____ 2. Responsible for storing and cataloguing all software and backups.
A. Librarian B. Point of Sales Terminal C. Computer Operators D. Random Access
- _____ 3. Makes sure things are done in the right order and at the right time.
A. Operations Manager B. Data Processing Manager C. Engineers D. Microfilm
- _____ 4. contains all important details
A. Data Processing Manager B. Transaction File C. Engineers D. Master File
- _____ 5. connected
A. OCR B. Sequential Access C. On-line D. Verification
- _____ 6. Installs and maintains coomputer systems.
A. Operations Manager B. Mainframe C. Engineers D. Librarian
- _____ 7. terminals connect to this
A. Mainframe B. Data Preparation Staff C. Data Processing Manager D. Bar Code
- _____ 8. Person in charge of the whole data processing department.
A. Validation B. Engineers C. Real-time Processing D. Data Processing Manager
- _____ 9. e.g.type data in twice to check
A. Verification B. Running Costs C. On-line D. Dedicated
- _____ 10.e.g. range check
A. Engineers B. Master File C. Validation D. Sales Staff
- _____ 11.Person who plans how computers can be used effectively by an organisation.
A. Programmers B. Running Costs C. Sales Staff D. Systems Analyst
- _____ 12.scan documents for wp
A. Real-time Processing B. Transaction File C. OCR D. Operations Manager
- _____ 13.Sells systems to customers - arranges demos, training.
A. Running Costs B. Sales Staff C. Validation D. Batch Processing
- _____ 14.e.g. supermarket checkout
A. Point of Sales Terminal B. Data Preparation supervisor C. Running Costs D. Data Processing Manager
- _____ 15.identifies product
A. Batch Processing B. Transaction File C. Initial Costs D. Bar Code
- _____ 16.Cost of setting up a system (hardware, software, staff, etc.) - usually very high.
A. Systems Analyst B. Real-time Processing C. Initial Costs D. Running Costs
- _____ 17.accesses data or files in order
A. Data Preparation supervisor B. Sequential Access C. Real-time Processing D. Sales Staff
- _____ 18.Look after the day to day running of the computer system
A. Computer Operators B. Point of Sales Terminal C. Real-time Processing D. Random Access
- _____ 19.immediate response
A. Data Preparation Staff B. Dedicated C. Real-time Processing D. Validation
- _____ 20.used for permanent copies
A. Mainframe B. Data Preparation supervisor C. Microfilm D. Operations Manager
- _____ 21.Write, debug, document and maintain programs.
A. Sales Staff B. Bar Code C. Systems Analyst D. Programmers
- _____ 22.Enter data into the computers
A. Microfilm B. Validation C. OCR D. Data Preparation Staff
- _____ 23.put into bundles for processing
A. Validation B. Real-time Processing C. Batch Processing D. Data Preparation supervisor
- _____ 24.one main purpose
A. Batch Processing B. Dedicated C. Random Access D. On-line