POB Unit 2 2018 [2148593]

Student

1. Which is the most efficient tool for gathering the external information that businesses need?

 A. library

 B. Internet

 C. software

 D. textbooks

2. Why is it important for businesses to store information for future use?

 A. to make it accessible

 B. to interpret data

 C. to establish quality control

 D. to protect it from overuse

3. Businesses evaluate the quality and source of the information they obtain to make sure the information is:

 A. random.

 B. scientific.

 C. technical.

 D. useful.

4. The reason businesses obtain information usually is to apply it in order to:

 A. determine a need.

 B. develop a database.

 C. accomplish a task.

 D. evaluate a source.

5. Emma used her textbook to complete a study guide for her midterm exam in Spanish class. What type of source is the textbook?

 A. formal

 B. historical

 C. primary

 D. secondary

6. One way for businesses to obtain needed information efficiently is to:

 A. contact a competitor.

 B. schedule an interview.

 C. read a book.

 D. access a database.

7. Businesses assess their information needs to determine the type of information that will help them deal with:

 A. ethical issues.

 B. job applicants.

 C. personal relationships.

 D. specific problems.

8. What do most businesses use to store information for future use?

 A. CD-ROMs

 B. computer systems

 C. display screens

 D. scanners

9. Information management can be a challenge because:

 A. there is often not enough information to manage

B. many people do not understand what it is.

C. there is only one “right” way to do it.

D. no one wants to participate in it.

10. Which is a true statement about a management information system (MIS)?

 A. It may be one part of a business's overall information management program.

 B. It is the same thing as an information management program.

 C. It does not assist with a business's information management program.

 D. It includes people, processes, and practices.

11. One of the purposes of information management is to provide businesses with the strategic information they need to:

 A. create sales presentations.

B. develop a short-term advertising campaign

 C. make long-term decisions.

 D. write an annual report.

12. Monitors, keyboards, and hard drives are examples of computer:

 A. language.

 B. networks.

 C. hardware.

 D. standards.

13. Which is an umbrella term referring to any type of Internet transaction?

 A. URL

 B. e-commerce

 C. e-business

 D. website

14. An employee receives an e-mail message from his supervisor and needs to pass the message on to a coworker. The most efficient way for the employee to communicate the information to his coworker is by:

 A. forwarding the message to the coworker's e-mail address.

 B. sending the message by clicking on the reply box.

 C. posting the message in a secured e-mail folder.

 D. printing the message and handing the copy to the coworker.

15. An electronic planning device that many employees use to keep track of their activities is an example of a:

 A. time-management tool.

 B. communication system.

 C. web-based program.

 D. presentation application.

16. Why do many businesses store information in a computerized database?

 A. to monitor economic trends

 B. to communicate with vendors

 C. to transmit documents

 D. to maintain client lists

17. Which is a standard capability of spreadsheet software?

 A. to graph data

 B. to create slides

 C. to prepare text

 D. to manage files

18. Which is usually the quickest way that businesses can obtain information about unknown potential new vendors that are located in other parts of the country?

 A. by searching the web

 B. by sending an e-mail

 C. by faxing a request

 D. by phoning an agent

19. Which demonstrates the correct method to ensure that all words in a phrase are included in a web search?

 A. (Discipline is the most important part of success)

 B. [There is no tree that the wind has not shaken]

 C. 'To be or not to be'

 D. "Confidence in itself is the secret of success"

20. A wholesale distributor of ready-to-wear clothing would like to track its customers geographically. Which software application would be most effective?

 A. Internet

 B. spreadsheet

 C. database

 D. word processing

21. Which is a way that businesses often use database software programs?

 A. to prepare promotional material

 B. to calculate weekly payroll

 C. to diagram work schedules

 D. to organize vendor information

22. When e-mailing large files or documents to coworkers or customers, a businessperson sends them:

 A. in codes.

 B. as attachments.

 C. in text boxes.

 D. as reply messages.

23. Computer database programs make it easier for businesses to manage:

 A. customers' buying habits.

 B. problem-solving skills.

 C. Internet search engines.

 D. large amounts of related data.

24. The set of computer programs that manages the hardware and software of a computer is the:

 A. electronic resource.

 B. digital connection.

 C. transfer protocol.

 D. operating system.

25. Many presentation software programs allow users to:

 A. publish web pages.

 B. copyright their graphics.

 C. include voice narration.

 D. design organizational charts.

26. What type of software program would a business use to analyze its operating expenses and level of sales?

 A. database

 B. presentation

 C. spreadsheet

 D. communication

27. Which is an important component of computer systems?

 A. software

 B. Internet

 C. website

 D. e-commerce

28. One reason an existing business might develop a company web site is to:

 A. create a new revenue source.

 B. reduce marketing expenses.

 C. lower tax rates.

 D. increase its product mix.

29. Businesses often use word-processing computer software to produce:

 A. detailed reports, memos, and contracts.

 B. complex graphics, letters, and reports.

 C. research reports, spreadsheets, and tables.

 D. business plans, contracts, and spreadsheets.

30. Which type of software program would an employee use to prepare a form letter informing the company's clients of a change in product pricing?

 A. spreadsheet

 B. word processing

 C. presentation

 D. database

31. What do businesses often develop to be able to store and analyze data for the purpose of making business decisions?

 A. survey methods

 B. operating procedures

 C. information systems

 D. management policies

32. Which is a computer-based time-management tool that helps employees keep track of their appointments and activities?

 A. desktop-publishing software

 B. spreadsheet calculator

 C. instant-messaging program

 D. electronic task organizer

33. Which is available to all people around the world who have access to a computer that has connectivity?

 A. extranet

 B. intranet

 C. Internet

 D. broadband

34. Which allows a computer to search and access information on the Internet?

 A. cookie

 B. folder

 C. browser

 D. server

35. Which is a capability of a presentation software program?

 A. connecting several computers

 B. copying and printing documents

 C. combining animation and sound

 D. calculating mathematical data