Awash Valley College
Department of Accounting (Weekend)
Basic Account Works Level I

Institutional Assessment on Using Business Technology and Equipment

Name: _____   ID: _____

I.   True or False

1. A computer is an electronic device/machine for storing and processing information.
2. The internet is an interconnecting network of computers from around the world that communicate with each around.
3. Preventive maintenance increase the chance of something going wrong
4. Web browsers provide a way to look at all the information on the internet or World Wide Web.
5. Ergonomics is about creating comfortable conditions to work.
6. Corrective maintenance refers to fixing something after it is broken or not working properly
7. Records include accounts, agreements, books, drawings, letters, magnetic/optical disks, memos, micrographics, etc
8. Equipment failure refers to an event in which any equipment can accomplish its intended task.
9. Consumables are products or items which consumers "get used up" or discarded.
10. Mouse is Pointing device that fits under palm of hand
11. Which of the followings are web browser
    A, Internet Explorer   B, Safari   C, Mozilla Firefox   D, Google Chrome.
12. Technology includes :
    A, Computer   B, printer   C, Copier   D, Scanner   E, All
13. Which of the following are ergonomic requirements?
    A, Desk   B, Computer   C, Telephone   D, all
14. Any hardware device that sends data to a computer, allowing you to interact and control it. A, Input device   B, Output device   C, Processing Unit   D, all
15. Technology consumables may include:

    A, Toner cartridges   B, Mango   C, Removable Flash Disk   D, All

II.   List and Short Answer (must be understandable)

16. Write three input devices   _____,   _____,   _____.

17. Write three Output devices _____, _____,   _____.

18. List at least two any Technology Consumables. _____, _____.

19. Mention the benefit of Network /internet: _____, _____, _____.

20. What is Maintenance? Explain the concept of electronic devices maintenance and categorize it?

    _____
    _____
    _____

III.   Bonus

1. Do you have Gmail account? If your answer is yes, explain what it is used for and write your email address otherwise, write step to create Gmail account? (5 point).