



## GLADSTONE PARK SECONDARY COLLEGE Information Technology Unit 1 IT in action

1. Distinguish between data and information.
2. What is output?
3. Distinguish between hard and soft copy.
4. Information has four purposes. List and explain each of them.
5. Distinguish between each of the types of data: integer, floating point numbers, and character.
6. Distinguish between a byte, kilobyte, megabyte, terabyte, gigabyte
7. Highlight the ways you would use to identify relevant data.
8. Define the following terms: wiki, podcast, vodcast,
9. Distinguish between primary and secondary sources of information.
10. Distinguish between bias and vested interest.
11. Who is a stakeholder?
12. How does bias become evident in data sampling?
13. What is mass media?
14. Explain the importance of knowing your audience.
15. Explain how gender, special needs, age, education level, status and location may change the output you produce.
16. What are graphic representations? What are variables?
17. Distinguish between the different types of graphical representation and their purposes: column, line, pie, bar, area, scatter diagram, and bubble chart.
18. In spreadsheet terminology what are: cells, cell reference, range of cells, workbook, formulae, conditional formulas, lookup formulas, counting formulas, conversion formula, and text formula and macros?
19. Distinguish between efficiency and effectiveness? What measures are used for each?
20. Identify each of the design principles.
21. What are layout diagrams?
22. Explain the importance of validating data and investigating the source of your data.
23. What is range checking? Existence Checking, Data type checking.
24. How does 'restricted data entry' and 'validation alerts' support validation?
25. What is manual validation?
26. Distinguish between formats and conventions.
27. Distinguish between the different types of testing.