



INFORMATION TECHNOLOGY



Scan to review worksheet

Expemo code:
19RZ-X1LB-RL3U

1

Hardware and software

Study the following words and put them into the correct categories below.

a cable

an operating system

a text editor

a CMS

a router

a touch pad

a driver

a server

a USB port

an email client

a spreadsheet

a VoIP application

Hardware:

Software:

1. What hardware do you have in your office? Which hardware does your computer have?
2. Which software is installed on your computer? Which software do you use on a regular basis?

2

Web hosting

Read the sentences and match the underlined words to their definitions:

1. Our website is becoming very popular. I think we need to move it to a dedicated server.
2. We have a small website. I think a shared server is good enough for our purposes.
3. Our plan has no bandwidth limitations. You can download and upload as much data as you like.
4. The hosting company offers 99% uptime.
5. The hosting plan offers free daily backups.
6. I think we need to change hosting our company. There's been too much downtime lately.



- a. a computer used for hosting multiple websites
- b. a single computer exclusively reserved for hosting a website
- c. copies of data in case the original is lost or damaged
- d. data transfer capacity
- e. the time during which a server is in operation
- f. the time during which a server is not in operation

What type of hosting plan does your company use? What's the service like?

3**Web design**

James is a junior website designer. His boss wants him to make a few changes to the company website. Complete his boss' questions below.

cluttered **font** **live** **play** **pop-ups**
scrolling **showing up** **stand out** **user-friendly**

1. Can you make the headers _____ a bit more? I can't see them very clearly.
2. Make sure that you check the site on different browsers before we finally go _____ .
3. This page is not very _____ . I don't understand what to do.
4. Try to _____ with the colours a little more. At the moment, they're a bit inconsistent.
5. I don't like this _____ . Can you use Arial instead?
6. Instead of creating a long page that requires extensive _____ , can you break it up into multiple pages?
7. Can you get rid of the _____ ? People find them very annoying.
8. The images are not _____ . Can you fix that?
9. The content on the page is a bit _____ . Can you include some white spaces?

Answer any the questions below.

1. What kind of website would you consider to be user-friendly?
2. What website features do you find annoying?
3. What are some of your favourite websites? Why?
4. Have you ever designed a website? Was it easy?
5. How has web design changed in recent years?



4

Describing technology

Study the following adjectives and put them into the correct categories below.

buggy clunky efficient lightweight outdated powerful
seamless sophisticated state-of-the-art user-friendly versatile vulnerable

Positive: _____

Negative: _____

Complete the sentences below. More than one answer may be possible.

1. If you don't install a firewall, your network will be very _____ .
2. Computers that were _____ in the 1990s are completely _____ nowadays.
3. The new version of this software is a bit _____. Some of the features don't work at all.
4. Some employees are refusing to use _____ software made for desktop computers. They want mobile access to corporate data.
5. Mobile devices are extremely _____ these days. There are apps for almost anything!
6. Modern laptops are very _____ compared with 15 years ago. You can carry them in a small bag.
7. Nowadays, there are many apps that allow _____ access to the same data from your mobile device or your computer.

5

Troubleshooting

Match the IT problems below to the possible solutions or diagnosis. What typical IT problems do you encounter in your work?

1. The company server has crashed.
 2. My email client has frozen.
 3. There's been too much downtime lately.
 4. My computer has been infected with a virus. Nothing works anymore.
 5. The printer isn't printing in colour anymore.
- a. I'm afraid you'll have to re-install your operating system.
 - b. It may have overheated again.
 - c. It might be out of toner.
 - d. We may have to consider changing our hosting provider.
 - e. You may need to reboot your computer.