

EXERCISE

Q1. Fill in the blanks

1. CAD stands for Computer Aided Design.
2. Electronic Banking allows individuals to obtain cash instantly from ATM.
3. CAT stands for Computerized Axial Topography.
4. VCR stands for Video Cassette Recorder.
5. A robot is an automatic programmable machine that moves and performs mechanical tasks.
6. An electronic banking is also known as Cyber Banking.
7. The cheques are read by MICR machine in computerized bank.
8. The video conferencing is a type of conferencing in which video cameras and microphones capture sight and sound transmission over networks.
9. Office Support Systems enable to coordinate and manage the activities of workgroup.
10. FAX stands for facsimile.
11. Marketing is the process by which goods are sold and purchased. Its aim is to acquire, retain, and satisfy customers.
12. Marketing applications help managers to develop strategies that combine the four major elements of marketing i.e. Product, Promotion, Place and Price.
13. On the computers brokers match buyers with sellers. In this way of trading neither trading floor nor slips of paper are necessary.
14. The checks are read by MICR (Magnetic Ink Character Reader).
15. ATM stands for Automatic Teller Machine.
16. ATM stands for Asynchronous Transfer Mode.
17. Office automation refers to the movement towards automating office tasks.
18. Reprographic is the process of reproducing multiple copies of a document.
19. Message Handling System enables to send messages or documents from one location to other through facsimile (fax), electronic mail (e-mail), Voice mail etc.
20. Office Support Systems enable to coordinate and manage the activities of work group.
21. Electronic commerce is known as e-commerce.
22. E-Commerce consists of the buying and selling of products or services over electronic systems such as the Internet and other computer networks.
23. Mobile Commerce is known as M-Commerce.
24. M-Commerce is the ability to conduct commerce, using a mobile device.
25. SMTP is a protocol for e-mail.
26. SMTP stands for Simple Mail Transfer Protocol.

27. Video conferencing is a type of conferencing in which video cameras and microphones capture sight and sound transmission over networks.
28. Video conferencing can speed up business process and procedures in the same way that the fax and the e-mail.
29. E-Shopping is also known as Electronic Shopping.
30. E - Banking is also known as Electronic Banking.
31. An electronic banking is also known as cyber banking.
32. An electronic banking includes various banking activities conducted from home or business.
33. Robot is an automatic programmable machine that moves and performs mechanical tasks.
34. Robots can work in environment that is dangerous for humans. It can perform the same task again and again without any difference accurately.
35. CAD stands for Computer-Aided Design.
36. CAD is the computer-based tools that assist engineers, architects and other design professionals in their design activities.
37. CAM stands for Computer Aided Manufacturing.
38. CAM controls all the part of a manufacturing process.
39. Simulation is the process of imitating a real phenomenon with a set of mathematical formulas.
40. Computerized Database systems are used to record the patient history.
41. CAT stands for computerized axial topography.
42. CAT displays the image of bone and tissue structure on a computer screen.
43. Education is a process of learning.
44. CAL stands for Computer Aided Learning.
45. CAL describes an educational environment where a computer program is used to assist the user in learning a particular subject.
46. CBT stands for Computer Based Training.
47. CBT services are where a student learns by executing special training programs on a computer relating to their occupation.
48. CBT is an interactive learning experience between the learner and computer in which the computer provides the majority of the stimulus, the learner must respond and the computer analyzes the response and provides feedback to the learner.

