**Name:** ………………………………….….……………………. **Date:** ……………………..

# Task 1: Personal Computers (PCs)

1. Fill in the blanks:

A PC is a \_\_\_\_\_\_\_\_\_\_-purpose device, which means it can be used for many \_\_\_\_\_\_\_\_\_\_.

1. List three tasks PCs are commonly used for in a workplace setting.

1.

2.

3.

1. PCs are easily upgradable. Describe two examples of upgrades that can be made and the benefit of each.

1.

2.

1. A student needs a device for schoolwork, gaming, and photo editing. Explain why a PC might be the best choice. (Aim for 3-4 sentences).

# Task 2: Multifunctional Devices (MFDs)

1. What is a multifunctional device (MFD)?
2. Identify two examples of MFDs, and for each, identify three different functions it performs.

|  |  |  |  |
| --- | --- | --- | --- |
| Device | Function 1 | Function 2 | Function 3 |
|  |  |  |  |
|  |  |  |  |

1. Give one benefit of using a single MFD instead of three separate devices.
2. An office is considering replacing its old printer, scanner, and photocopier with one MFD. Explain two advantages and one disadvantage of this choice.

# Task 3: Mobile Devices

1. Identify the **three** defining characteristics of a mobile device.

1.

2.

3.

1. Decide whether each task listed below is best carried out on a mobile device or a PC:

* Editing a video project
* Sending a quick text update
* Running high-performance 3D design software
* Using maps to navigate

|  |  |
| --- | --- |
| Mobile Device | PC |
|  |  |
|  |  |

1. Fill in the blanks:

One limitation of mobile devices is their \_\_\_\_\_\_\_\_\_\_ processing power and \_\_\_\_\_\_\_\_\_\_ battery life compared to PCs.

1. A sales team travels frequently and needs access to email, documents, and communication tools while on the move. Explain why mobile devices are the most suitable option. (Aim for 3-4 sentences).

# Task 4: Servers

1. How do servers typically differ from standard personal computers in terms of their internal components?

1. Complete the table with one advantage and one disadvantage of using servers in an organisation.

|  |  |
| --- | --- |
| Advantage | Disadvantage |
|  |  |

1. Match each type of server to the correct definition:

Hosts software and makes it available to users over a network

File server

Print server

Stores and manages documents and data so multiple users can access them

Manages printing jobs and queues for shared printers

Application server

1. A company with 50 employees does not have a server. Explain two problems this could cause for the organisation.

1.

2.