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

# Task 1: Personal Computers (PCs)

1. Fill in the blanks:

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

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

1. Word processing

2. Spreadsheets

3. Database management systems

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

1. Replace the hard disk with a larger/faster drive. This increases storage capacity and

responsiveness.

2. Add a graphics card to an expansion port. This improves graphics processing for

gaming/video and creative apps.

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).

A PC is a general-purpose device with strong processing power and wide software

availability, so it can handle schoolwork apps easily. Dedicated GPUs and upgrade options

also make it better for gaming and photo editing than most mobile devices. Input options like

a full keyboard and mouse further support productivity. Overall, it meets all three needs in

one device.

# Task 2: Multifunctional Devices (MFDs)

1. What is a multifunctional device (MFD)?

A multifunctional device performs more than one specific function in a single unit.

1. Identify two examples of MFDs, and for each, identify three different functions it performs.

|  |  |  |  |
| --- | --- | --- | --- |
| Device | Function 1 | Function 2 | Function 3 |
| Smartphone | Camera | Satnav | Media Player |
| Multifunctional Printer | Print | Scan | Fax |

1. Give one benefit of using a single MFD instead of three separate devices.

Saves space and usually costs less than buying and maintaining three separate devices.

1. An office is considering replacing its old printer, scanner, and photocopier with one MFD. Explain two advantages and one disadvantage of this choice.

For an office that needs to print, scan and photocopy, choosing a single multifunction device is

attractive because it reduces overall costs—there’s only one machine to purchase, maintain

and stock with consumables—and it saves valuable space by replacing three separate units. It

also simplifies day-to-day workflows: staff learn one interface and use a single driver for

common tasks like scanning to email, which speeds things up. The trade-off is a single point of

failure; if the MFD develops a fault or is away for servicing, all three functions are

unavailable at once, disrupting the whole office’s work.

# Task 3: Mobile Devices

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

1. Designed to be portable.

2. Compact and lightweight.

3. Run for extended periods on battery power.

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

1. Fill in the blanks:

One limitation of mobile devices is their limited processing power and shorter 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).

Mobile devices are ideal because they are portable and battery-powered, so the team can

work between meetings and while travelling. Built-in wireless networking allows easy access to

email and cloud documents. Apps provide communication tools (e.g., messaging, video calls)

and productivity features on the move. This matches the use case of frequent travel with

constant access needs.

# Task 4: Servers

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

Servers typically have higher processing power, more memory (RAM), and larger storage

capacity than standard PCs.

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

|  |  |
| --- | --- |
| Advantage | Disadvantage |
| Centralised access to resources (files/apps/ web), improving collaboration and control. | Dependency - if the server or network goes down, many services are unavailable. |

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. Inefficient file sharing and version control (files duplicated on many PCs, harder to

manage/secure).

2. No centralised applications or backups, increasing downtime risk and administrative

overhead (e.g., setting up shared printers/services on each PC).