



## BIE Homework Sheet – Year 11

**Date Issued: Week commencing 06/10/2008**

**Date Due In: Week commencing 13/10/2008**

### Computer and the Workplace

Q1 Computer systems and robots are replacing many of society's repetitive jobs. Match the job to the computer hardware or software that could replace it:

Job

- a) secretary typing letters on a typewriter
- b) assembly worker spray-painting cars
- c) print worker typesetting text and pictures
- d) book-keeper recording petty cash in a book
- e) filing clerk filing paper in a filing cabinet

Computer hardware/software

- 1) spreadsheet
- 2) database
- 3) word processor
- 4) robot
- 5) desktop publishing

Q2 Computer systems also create jobs. Complete the table of tasks below by indicating the job title of the people doing each job.

Task	Job Title
Design computer system	
Write computer software	
Connect computers on a network	

Q3 Explain what hot-desking is.

Q4 What is teleworking?

Q5 List two advantages and two disadvantages of the increasing use of computers in the workplace.

All Homework must be handed in on the date requested. If you hand in homework late or it is of an unacceptable standard you will be given a Period 6.