MODULE 10

DESIGNING OUTPUTS

OBJECTIVE QUESTIONS

There are 4 alternative answers to each question. One of them is correct. Pick the correct answer. Do not guess. A key is given at the end of the module for you to verify your answer

LEARNING UNIT 1

10.1.1   A line printer
 (i) prints an entire line at a time
 (ii) is a non-impact printer
 (iii) allows multiple copies to be taken at a time
 (iv) prints one character at a time
   (a) i and ii   (b) i and iii
   (c) iii and iv   (d) ii and iii

10.1.2   A dot matrix printer
 (i) prints an entire line at time
 (ii) is a non-impact printer
 (iii) allows multiple copies to be taken at a time
 (iv) prints one character at a time
   (a) i and ii   (b) i and iii
   (c) iii and iv   (d) ii and iii

10.1.3   An inkjet printer
 (i) prints an entire line at time
 (ii) is a non-impact printer
 (iii) allows multiple copies to be taken at a time
 (iv) prints one character at a time
   (a) i and ii   (b) i and iii
   (c) iii and iv   (d) ii and iii

10.1.4 A laser printer
  (i) **prints an entire line at a time**
  (ii) **is a non-impact printer**
  (iii) **allows multiple copies to be taken at a time**
  (iv) **prints one character at a time**
    (a) i and ii   (b) i and iii
    (c) iii and iv   (d) ii and iii

10.1.5 A laser printer
  (i) **gives a better quality printout compared to inkjet printer**
  (ii) **is less expensive than an inkjet printer**
  (iii) **is more expensive than a dot matrix printer**
  (iv) **gives a better quality printout compared to dot matrix printer**
    (a) i and ii   (b) ii and iii
    (c) i, ii, iv   (d) i, iii, iv

10.1.6 An audio output unit
    (a) can speak out small range of digits and specified words
    (b) is not used in information system
    (c) is very expensive and is thus not used
    (d) is normally used to give only background music

<u>LEARNING UNIT 2</u>

10.2.1 While designing output report it is important to keep the following in mind:
  (i) **volume of output**
  (ii) **potential users**
  (iii) **current users**
  (iv) **periodicity of output**
    (a) i, ii, iii   (b) ii, iii, iv
    (c) i, ii, iv   (d) i, ii, iii, iv

10.2.2 Outputs needed by top-managers are
    (a) summary reports with good grouping
    (b) exception reports
    (c) detailed reports
    (d) expected reports

10.2.3 Outputs needed by middle level managers are
    (a) summary reports with good grouping
    (b) exception reports
    (c) detailed reports
    (d) expected reports

10.2.4 Outputs needed by operational managers are
    (a) summary reports with good grouping
    (b) exception reports
    (c) detailed reports
    (d) expected reports

LEARNING UNIT 3

10.3.1 Reports headings are used as
    (a) it is good practice
    (b) it helps in reading and understanding a report
    (c) it is required by management
    (d) it is a good documentation aid

10.3.2 Report footing is
    (a) same as report heading
    (b) the label printed at the end of each page
    (c) the label printed at the end of each control group
    (d) the label printed at the end of a report

10.3.3 Page footing is
    (a) same as report heading
    (b) the labels printed at the end of each page
    (c) the labels printed at the end of each control group
    (d) the labels printed at the end of a report

10.3.4 Control footing is
    (a) same as report heading
    (b) the labels printed at the end of each page
    (c) the labels printed at the end of each control group
    (d) the labels printed at the end of a report

10.3.5 Control footings are printed because
    (a) it is required in documentation
    (b) it is suggested by management
    (c) it summarizes information in logically grouped items
    (d) it is necessary for error detection

10.3.6 Good report allows one to
  (i) **read it from left to right and top to bottom**
 (ii) **read it from any point**
(iii) **find out easily the beginning and end of the report**
(iv) **printed it in one page**
     (a) i and ii   (b) i and iii
     (c) ii and iii   (d) iii and iv

10.3.7 Print chart is
  (a) a printed chart
  (b) one which is filled in by an analyst while formatting a report
  (c) prepared by users
  (d) printed by computer

LEARNING UNIT 4

10.4.1 Screens normally have
  (a) 70 columns and 24 lines
  (b) 80 columns and 20 lines
  (c) 80 columns and 24 lines
  (d) 72 columns and 22 lines

10.4.2 Designing screens uses principles
  (a) which are unique
  (b) similar to those used for printed reports
  (c) different from those used for printed reports
  (d) which are well specified

10.4.3 Buttons which can be clicked using a mouse are placed in screens as
  (a) they are convenient to use
  (b) it is the modern trend
  (c) large number of buttons can be used
  (d) using a keyboard is error prone

10.4.4 Bar charts are used when
  (a) it is required to illustrate geographical distribution of data
  (b) relative distribution of data in specified categories is to be shown
  (c) percent use of resources under various heads is to be shown
  (d) trends as a function of time is to be illustrated

10.4.5 Pie charts are normally used when
  (a) it is required to illustrate geographical distribution of data
  (b) relative distribution of data in specified categories is to be shown
  (c) percent use of resources under various heads is to be shown
  (d) trends as a function of time is to be illustrated

10.4.6 X-Y graphs are normally used when
   (a) it is required to illustrate geographical distribution of data
   (b) relative distribution of data in specified categories is to be shown
   (c) percent use of resources under various heads is to be shown
   (d) trends as a function of time is to be illustrated

KEY TO OBJECTIVE QUESTIONS

10.1.1 b	10.1.2 c	10.1.3 a	10.1.4 a	10.1.5 d	10.1.6 a
10.2.1 d	10.2.2 a	10.2.3 b	10.2.4 c	10.3.1 b	10.3.2 d
10.3.3 b	10.3.4 c	10.3.5 c	10.3.6 b	10.3.7 b	10.4.1 c
10.4.2 b	10.4.3 a	10.4.4 b	10.4.5 c	10.4.6 d	