ELECTRONIC FILING SYSTEMS

NAME_____

Question 1 Fill in the blanks (each term can only be used once or not at all)

Antivirus program	**Access control**	**Restricted Access**	**Archiving**
Destruction	**Password**	**Encryption**	**Backup**
Restore	**Retention**	**Overwrite Protection**	**Filing**

A A(n)_____ protects the computer from viruses by identifying and removing any potential threats.

B _____ prevents file users from adding or removing data that is already stored on the file.

C _____ is a file integrity measure that determines who has access to a computer file.

D Many websites require the use of a(n) _____ this involves the use of a private combination of characters that allow access to certain computer resources.

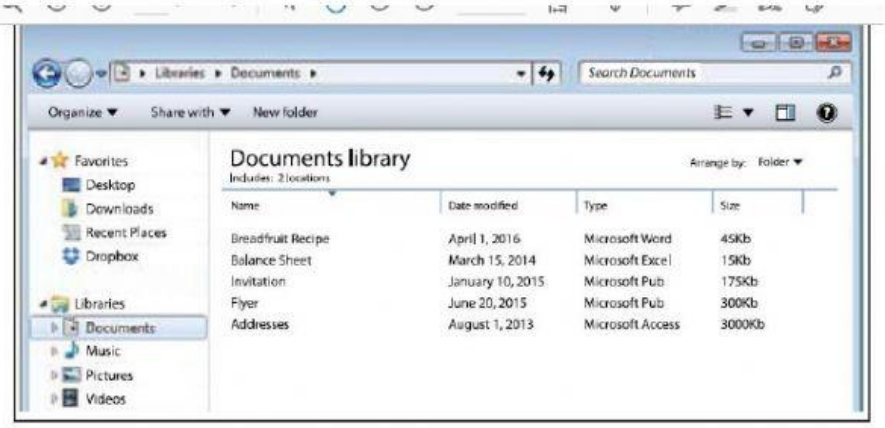
E _____is the process of converting readable data into an unreadable form to prevent unauthorized access.

F After a _____ period, files may be permanently deleted at a given _____ date.

G A location where a collection of files is stored over a period of time is known as a(n)_____.

H After being permanently deleted is impossible to _____ files.

Question 2



a) List the names of the files shown in the diagram above in chronological order (oldest date to most recent date) based on the metadata, *date modified*.

File Name 1st _____

File Name 2nd _____

File Name 3rd _____

File Name 4th _____

File Name 5th _____

B) List THREE other types of metadata other than *date modified*.

(i) _____

(ii) _____

(iii) _____