

## ELECTRONIC FILING SYSTEMS

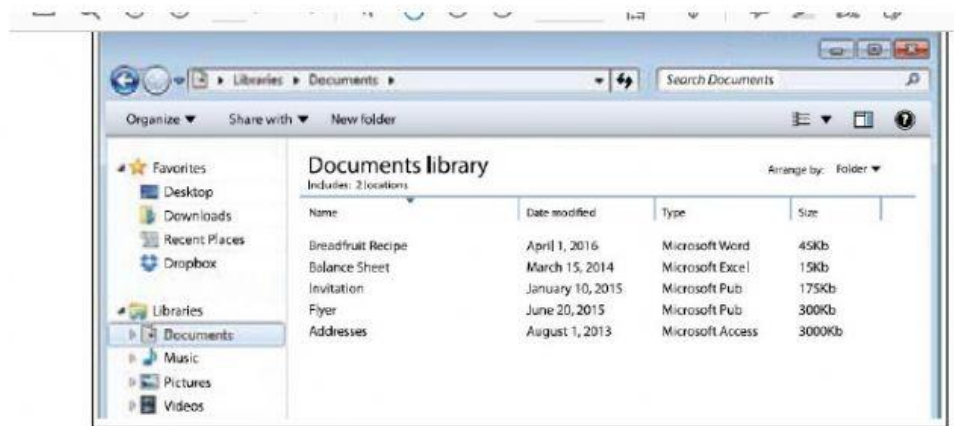
NAME \_\_\_\_\_

**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 1<sup>st</sup> \_\_\_\_\_

File Name 2<sup>nd</sup> \_\_\_\_\_

File Name 3<sup>rd</sup> \_\_\_\_\_

File Name 4<sup>th</sup> \_\_\_\_\_

File Name 5<sup>th</sup> \_\_\_\_\_

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

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_