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.

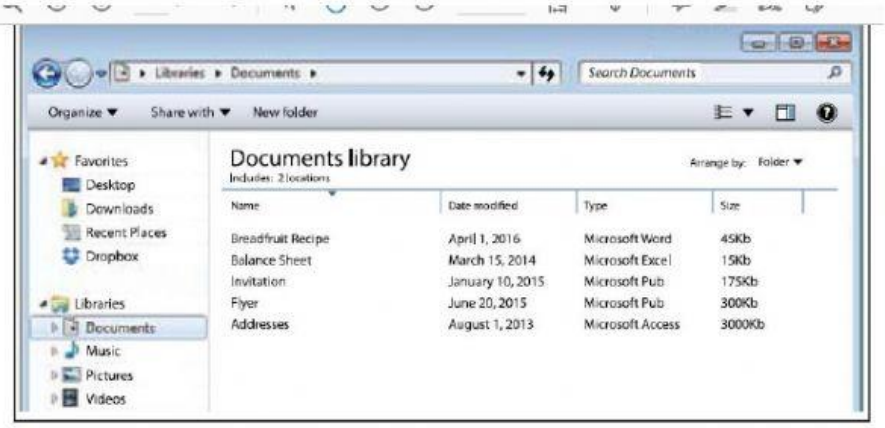
E _____is the process of converting readable data into an unreadable form to prevent unauthorized access.

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) _____