

ELECTRONIC FILING SYSTEMS

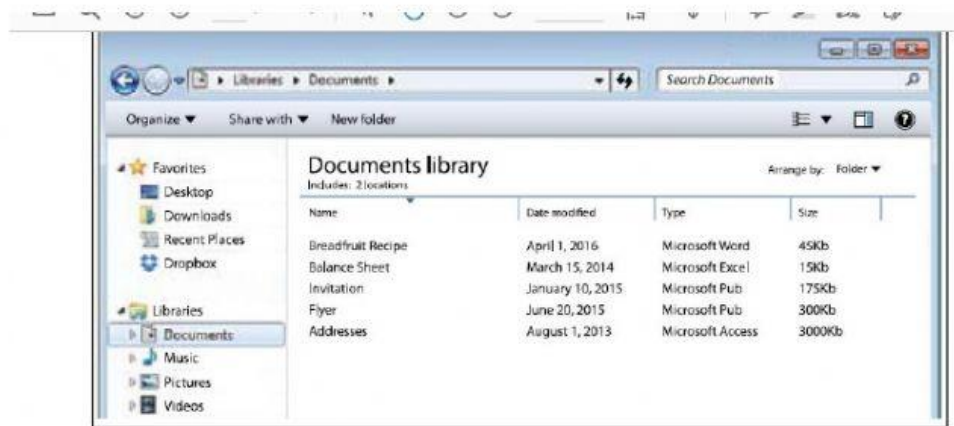
NAME _____

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) _____