
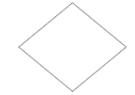



<p>What are the seven different planning tools? Gantt Chart, PERT Chart, Critical Path, Visualisation Diagram, Flow Chart, Mind Map, Task List</p>	<p>What data type should be used to store a phone number? Text – it keeps the 0 at the start</p>	<p>What is a SMART goal? Specific, Measurable, Achievable, Realistic Time</p>	<p>Why do companies use Quick Response (QR) codes rather than Barcodes? Can hold more data and be read faster</p>	<p>What is a worm? Malware that is similar to a virus but it is designed to spread around a network</p>	<p>How can you make a strong (complex) password Upper Case + Lower Case letters, numbers, symbols, at least 8 characters, non-dictionary word</p>	<p>What is an ethical issue? Legally ok but unethical. Posting insults online, expecting staff to answer work emails at night.</p>
<p>What are different methods of collecting data? Email, Questionnaire, Interviews, Loyalty Scheme, Consumer Panel/focus group, Online Form, Social Media, Letter, Telephone, Ratings</p>	<p>What are the four types of storage device? Magnetic Hard Disk Solid State Drive Optical Drive Flash Memory Devices</p>	<p>What is a White Hat Hacker? Someone who is an ethical hacker who is doing it to find weaknesses in the security and then letting the company know.</p>	<p>How would you prevent being a victim of Ransomware Do not open files from people you don't know. Do not click email links if you do not know the source.</p>	<p>What is a botnet? Malware that uses a bot to infect many computers which are then used to take control of the computer. Usually requires anti virus software to get rid of them.</p>	<p>How can data be securely destroyed? Deleting files does not delete them. You must use either special software to overwrite data, perform a magnetic wipe if it is a magnetic HD or physically destroy the data storage device</p>	<p>What are the advantages of a word processor? Can correct mistakes, check spellings, add images, create mail merged documents, create forms, can be exported in different formats</p>
<p>Target Audience Gender, age, ethnicity, income, location must be considered when choosing a look for presented information</p>	<p>What is information? Data + Structure + Context + Meaning</p>	<p>What term is given when people are manipulated into giving out confidential information? Social Engineering</p>	<p>What does the term concurrent mean? Happens at the same time (as in planned tasks can be completed at the same time)</p>	<p>What happens at the end of each phase in the Project Life Cycle A Phase Review</p>	<p>What are Physical Security Measures? Locking doors, Using biometrics to secure access, securing hardware, using cameras, security marking equipment</p>	<p>What are logical security methods? Passwords, access rights, anti-virus software, encryption</p>
<p>What is the name of software that collects information without the user knowing? Malware</p>	<p>What is the data type where there are only two choices? Boolean</p>	<h2>50 Facts OCR Nationals IT</h2> <p>Use this sheet to make sure you know the answers to these questions</p>			<p>What is Distributed Denial of Service (DDoS)? When a website is targeted to prevent it from working.</p>	<p>What are the disadvantages of a flow chart? Does not show times or who is doing the task</p>
<p>Name the laws associated with technology use? Data Protection Act Computer Misuse Act Freedom of Information Act Health and Safety Act Copyright, Designs and Patents Act</p>	<p>What is it called when someone maliciously attacks a computer system Black Hat Hacking</p>	<p>Useful revision book is 'my revision notes' Cambridge National Level 1 / 2 by Sonia Stuart. ISBN: 978-1-5104-2328-2</p> 			<p>What is shoulder surfing? (Social Engineering) When someone watches someone enter their personal information into an electronic device such as a cash machine, till, smartphone, computer</p>	<p>What does this shape represent in a flow diagram?  Decision</p>
<p>What is Phishing? The fraudulent practice of sending emails pretending to be from a company in order to get people to reveal personal information such as passwords and credit card numbers</p>	<p>What is the purpose of a computer patch? An update to software that resolves known vulnerabilities.</p>	<p>What are constraints to a project? Time, budget, security issues, legal implications, hardware/software available</p>	<p>What are the different data types? Text, alphanumeric, numeric, date/time, limited choice, object, boolean</p>	<p>Advantages of a Database Can hold a large amounts of data in different formats, searching is easy, produces professional looking reports, can link to webpages.</p>	<p>Advantages of Spreadsheets Can use formulas, graphs, complex calculations, modelling can be done, handles dates, text, numbers. Data is in a tabular structure. Can link to other software.</p>	<p>What are the advantages of a Gantt Chart Shows dates, tasks and time blocks, dependent and concurrent tasks.</p>
<p>What is wearable technology? Includes fitness trackers, police tags, smart watches. Data can be sent to and from these devices</p>	<p>What does PERT stand for? Program Evaluation and Review Technique</p>	<p>What are the advantages of a flow chart? Shows decisions, processes, order of events.</p>	<p>What is a virus? Malware that is designed to make a system unreliable, usually by removing or modifying files</p>	<p>What is reliability? If the data is accurate, reliable or out of date</p>	<p>What are the advantages of a task list? Shows tasks and subtasks, start and end dates, length of task. Can include resources and responsibilities</p>	<p>What legislation protects writers when they publish items? Copyright Designs and Patents Act</p>
<p>What are Environmental Vulnerabilities? Rare events but possible. This is why data backups are kept off site if possible. Buildings can get flooded or catch fire.</p>	<p>What does WYSIWYG stand for? What you see is what you get</p>	<p>What are the four stages of the project life cycle? Initiation Planning Execution Evaluation</p>	<p>What is it called when personal information is stolen and used to commit fraud? Identity theft</p>	<p>What are the disadvantages of using a mind map? They do not show timings, They do not show order of tasks, They do not show concurrent tasks</p>	<p>What is the advantage of cloud storage? High Storage capacity, Reliable, Can be accessed from anywhere with an internet connection. No need to buy or maintain servers</p>	<p>What does this shape represent in a flow diagram?  Start or Stop</p>