

SANGAM SKM COLLEGE- NADI
YEAR 12 OFFICE TECHNOLOGY-2021
COVID-19 WORKSHEET WEEK-3

1. What is DATA INTEGRITY? **The accuracy and consistency of stored data, indicated by an absence of any alteration in data between two updates of a data record.**

2. Explain the two threats to the integrity of data below:
 - i) **Virus Attack- virus is a program or programming code that replicates by being copied or initiating its copying to another program, computer boot sector or document.**
 - ii) **Natural Disaster- Natural disasters are extreme, sudden events caused by environmental factors that injure people and damage property.**
Earthquakes, windstorms, floods

3. Explain the term “BACK UP”? **It is the making a copy of the original**

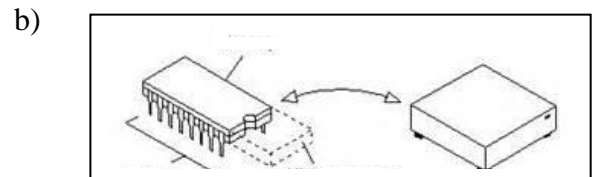
4. Differentiate between USB flash drive and an optical disk? **USB flash is a data storage device that includes flash memory with an integrated Universal Serial Bus (USB) interface whereby optical disk is an information storage device for a computer in the shape of a round flat plate that can be rotated to give access to all parts of the surface.**

5. A **incremental Backup** provides a back up or files that have changed or are new since the last incremental backup. **Give one advantage and disadvantage of this kind of file?**
 - Backup time is faster than full backups.**
 - Incremental backups require less disk, tape, or network drive space.**

6. Name the two types of storing back up devices below?



cloud computing



virtual memory

ESSAY WRITING

QUESTION 1

IMPACTS OF CLIMATE CHANGE ON OFFICE WORKERS

“A vital part of office procedures is to try to conserve as many natural resources as possible to help preserve our environment.”

Discuss the above statement on the following:

- impacts of climate change in office workers
- problem caused by climate change
- suggest solutions to overcome the problems

QUESTION 2

THREATS TO THE INTEGRITY OF DATA

“The accuracy and consistency of stored data is called the Data Integrity”. Write an essay of 200-250 words and discuss

- The three threats to the Integrity of data.
- What is back up?
- The three types of back up.

QUESTION 3

USE OF INTERNET

Write an essay on the internet and discuss the following:

- ✓ Identify two browsers and explain with examples.
- ✓ Identify two search engines and explain with examples.
- ✓ Discuss two advantages and two disadvantages of internet.

ANSWER

QUESTION 1

Climate change is the main environmental problem facing humanity. It is the cause of the multiplication of extreme weather events, such as draught, floods, heat and cold waves. Its consequences are aggravated desertification and erosion processes as well as irreversible changes in ecosystems and the loss of biodiversity.

As climate change will have an enormous impact on employment and the labour market, it is important that adaptation and mitigation measures are in compliance with the principle of sustainable development and take into account its “three pillars”; i.e. environmental protection, social development and economic growth. Policy coherence at both the local and global levels will better ensure that the negative effects from adaptation and mitigation measures on employment and the labour market are reduced.

Workers need to understand the causes of these disruptions, in order to ensure a better participation in the discussions and propose measures that strengthen the fight against climate change by multiplying positive changes and avoiding the suffering inflicted by negative changes.

QUESTION 2

Virus attack – a virus is a program or programming code that replicates by being copied or initiating its copying to another program, computer boot sector or document. Viruses can be transmitted as attachments to an e-mail note or in a downloaded file, or be present on a diskette or CD.

Power failure – (also known as a power cut, power outage/power outage, power loss, or blackout)

is a short- or long-term loss of the electric power causing the PC to stop working.

Natural disaster – Natural disasters are extreme, sudden events caused by environmental factors that injure people and damage property. Earthquakes, windstorms, floods, and disease all strike anywhere on earth, often without warning.

What is Backup? It is the making a copy of the original.

Three types of backup

Flash - A USB **flash drive**, also known under a variety of other names, ^[a] is a data storage device that includes **flash** memory with an integrated Universal Serial Bus (USB) interface. USB **flash drives** are typically removable and rewritable, and physically much smaller than an optical disc.

Optical disks - an information storage device for a computer in the shape of a round flat plate that can be rotated to give access to all parts of the surface. The data may be stored either magnetically (in a *magnetic disk*) or optically (in an *optical disk* such as a CD-ROM).

Memory card - A **memory card** or **flash card** is an electronic [flash memory data storage device](#) used for storing digital information

QUESTION 3

A **web browser** (commonly referred to as a **browser**) is a piece of software on your computer. It lets you visit web pages and use web applications.

Google and yahoo

A web search engine is a software system that is designed to search for information on the World

Wide Web. Popular examples of search engines are Google, Yahoo!, and MSN Search.

Advantages

The internet has many advantages:

- Allows easy and quick access to information
- Enables user to access files and information from any computer anywhere in the world
- People can check financial information, purchase products, talk to people and much more online
- Downloading music quick and easy
- User can send information quickly from computer to computer

Disadvantages

The internet has many disadvantages:

- It promotes violence and bad behavior with society, as it contains violent videos and other disturbing images
- It can encourage negative activities such as pornography can now be explored more openly due to the internet
- It stops children from going out, as they wish to stay home and use the internet to talk to friends.