

Grade 7 EMS Worksheet

Assessment Task: Electronic records

Keeping electronic records (Individual activity)

Answer the questions in your workbook.

- a) Name three ways in which electronic documents can be stored. [3 marks]
- b) Explain what a back-up is. [1 mark]
- c) Why is a back-up important? [1 mark]
- d) Name three advantages of electronic filing. [3 marks]

[Total: 8 marks]

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Suggested Solutions

Question number	Possible marks	Solution
1	8	<p>a) CD, computer hard drive, flash drive, removable hard drive (any three) [3 marks]</p> <p>b) A back-up is an electronic copy of the electronic file stored separately, either on CD, flash drive or on another hard drive. [1 mark]</p> <p>c) A back-up is important for it enables you to have a copy of the file in case a virus or hardware fault causes damage on the computer hard drive and files are lost, or if the computer is stolen. [1 mark]</p> <p>d) Electronic filing takes up much less space than keeping hard copies of documents. It is quick to file the document in the correct folder on the computer. It is easy to retrieve the document from the electronic filing system if it is organised. [3 marks]</p>