MODULE H SOFTWARE · H5

User management and file management

Original practice questions · 20 marks · ~25 minutes · Cambridge 0478 syllabus 4.1.2

Name _____ Date _____

Instructions. Answer all questions in the spaces provided. The marks for each part are shown in brackets [ ]. Do not give brand names of software. The total for this worksheet is **20 marks**.

1

Total: 4 marks

A hotel has one computer at its reception desk. It is used by the hotel manager and by several receptionists who work different shifts.

(a) Tick (✓) **one** box in each row to show whether each statement about the operating system on the computer is true or false. **[4]**

Statement	True	False
The operating system can allow more than one user account to be set up on the same computer.		
When a file is moved to a different folder, the file also stays in its original folder.		
Managing user accounts and providing system security are both functions of an operating system.		
Any user can change the access rights of another user's account.		

2

Total: 3 marks

One role of the operating system is managing user accounts.

(a) A new receptionist starts work at the hotel. Describe how the manager can use the operating system to set up the new receptionist's access to the computer. **[3]**

3 **Total: 4 marks**

The reception computer stores guest records, including each guest's name and contact details. Another role of the operating system is providing system security.

(a) Describe **two** ways the operating system can provide system security to protect the guest records. **[4]**

1

2

4 **Total: 5 marks**

Part of the folder structure on the reception computer is shown below.

```
Hotel
├── Bookings
│   ├── 2026
│   │   └── group-booking
│   └── 2027
├── Menus
└── Staff
    └── Rotas
```

(a) A group has changed its stay to next year. A receptionist needs the file **group-booking** to be in the **2027** folder and no longer in the **2026** folder. Identify the file management task the receptionist should use. **[1]**

(b) The manager makes the files in the **Menus** folder read-only for receptionists. State **one** thing a receptionist can do with these files and **one** thing a receptionist cannot do. **[2]**

Can

Cannot

(c) A receptionist saves a new file in the **2027** folder. Describe what the operating system does when the file is saved. **[2]**

5 **Total: 4 marks**

At the moment, all the receptionists log in to the reception computer with one shared account and one shared password.

(a) Explain why the manager should give each receptionist their own user account instead. **[4]**

Total for this worksheet: 20 marks