MODULE H SOFTWARE · H5

User management and file management

Original practice questions · 20 marks · ~25 minutes · OCR J277 spec 1.5.1

Name _____ Date _____

Instructions. Answer all questions in the spaces provided. The marks for each part are shown in brackets [ ]. The total for this worksheet is **20 marks**.

1

Total: 3 marks

A small events-planning company has one desktop computer in its office. It is shared by a manager, a bookkeeper and three event planners. The operating system provides user management.

(a) A new event planner joins the company. The manager allocates an account to the new planner. Give **two** things that are set up for the planner when the account is allocated. **[2]**

1

2

(b) State the type of user account the manager must log in with to create accounts for other members of staff. **[1]**

2

Total: 4 marks

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

Statement	True	False
Access rights can allow one user to edit a file while another user can only view it.		
The operating system keeps a record of where each file is stored.		
Copying a file removes it from the folder it was in.		
A folder can be stored inside another folder.		

3 **Total: 2 marks**

The operating system on the office computer locks a user account after three incorrect password attempts in a row.

(a) Explain how this feature helps to keep the files on the computer secure. **[2]**

4 **Total: 5 marks**

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

```
Company
├── Clients
│   ├── Weddings
│   │   └── venue-list
│   └── Conferences
└── Accounts
    └── pay-2026
```

(a) A planner wants the file **venue-list** to be in the **Conferences** folder as well, while the original stays in the **Weddings** folder. State the file management task the planner should use. **[1]**

(b) Describe the difference between **moving** a file and **copying** a file. **[2]**

(c) The bookkeeper saves a new file in the **Accounts** folder. Describe what the operating system does when the file is saved. **[2]**

5 **Total: 6 marks**

The **Accounts** folder holds the staff pay records. The manager wants the computer to work like this:
- the bookkeeper can open and edit the files in **Accounts**
- the event planners cannot open anything in **Accounts**
- the event planners can open and edit the files in **Clients**
- the bookkeeper can view the files in **Clients** but cannot change them.

(a) Explain how the operating system's user management and file management can be used to meet the manager's needs. **[6]**

Total for this worksheet: 20 marks