This document contains ‘sample answers’, or, in the case of some questions, ‘answer may include’. These are developed by the examination committee for two purposes. The committee does this:

(a) as part of the development of the examination paper to ensure the questions will effectively assess students’ knowledge and skills, and

(b) in order to provide some advice to the Supervisor of Marking about the nature and scope of the responses expected of students.

The ‘sample answers’ or similar advice, are not intended to be exemplary or even complete responses. They have been reproduced in their original form as part of the examination committee’s ‘working document’. While the handwritten notes have been typed for legibility, no further editorial change or addition has occurred.

Section II

Question 16 (a) (i)

Sample answer/Answers could include:

Answer is “2”.

Question 16 (a) (ii)

Sample answer/Answers could include:

• Steve Cameron or details which uniquely indicate this person
• Greg Rania

Question 16 (a) (iii)

Sample answer/Answers could include:

Field Name could include ‘First Name’, ‘Last Name’.
Question 16 (b) (i)

Sample answer/Answers could include:
• All fields on form with labels attached to entry boxes/lines
• All field names on form.

Question 16 (b) (ii)

Sample answer/Answers could include:
• ‘State’ limited number of choices and will reduce data entry error
• ‘Salary’

Question 16 (b) (iii)

Sample answer/Answers could include:
• Details of one record can be seen without scrolling
• More efficient.
**Question 17 (a) (i), (ii) and (iii)**

*Sample answer/Answers could include:*

*Company Logo:*
- Copy the logo from the Word document and paste into the slideshow
- Copy and paste

*Printed Photographs:*
- Scan the photos and insert the resulting image into the slideshow
- Scan the photos

*Digital Camera Images:*
- Connect camera and download images. Insert images into slideshow
- Download the images

**Question 17 (b)**

*Sample answer/Answers could include:*

- BMP is not compressed where as GIF is and BMP can use more than 256 colours but GIF cannot
- Compression

**Question 18 (a)**

*Sample answer/Answers could include:*

- Description of problem
- Priority
- Action taken
- Location of problem

**Question 18 (b)**

*Sample answer/Answers could include:*

- As there is no specific part of a manual that may detail a solution to this problem one-to-one is preferable
- It is probably quicker
- Feedback from client
- Client solution resolved faster
Question 19 (a)

Sample answer/Answers could include:

- Nature of incident, number of casualties, contact name/ number
- Nature of accident.

Question 19 (b)

Sample answer/Answers could include:

- Investigates incidents and complaints regarding safety of the workplace
- Makes the workplace safe.

Question 19 (c)

Sample answer/Answers could include:

Point 1 – Changes from staff members responsible to employers being responsible

Point 2 – Changes from all decisions being made by management to all decisions made by management in consultation with staff

Point 3 – No change

Point 4 – Changes employees to employers as being responsible for employees training
# Section III

## Question 20

*Sample answer/Answers could include:*

<table>
<thead>
<tr>
<th>Similarity</th>
<th>Difference</th>
</tr>
</thead>
</table>
| Multimedia Content | • Both can display text and images  
| | • Both display colour |
| | • No hyperlinking in paper  
| | • No animations in paper  
| | • Other applications can be run in online (sound, video)  
| | • Predefined colour in paper |
| Text Format | • Use of bold and increased size for heading  
| | • Consistency of font for heading and blocks of text  
| | • Same styles B, C  
| | • Same colours suitable for both |
| | • Paper based serif font, but online sans serif for blocks of text  
| | • Online needs web safe colours  
| | • Web can utilize hypertext |
| Layout | • Alignment, tables, indenting  
| | • Columns  
| | • White space  
| | • Images in layout  
| | • Page borders |
| | • Cheaper to update and maintain current version (after initial version)  
| | • Navigation of pages simpler on web e.g. breadcrumbing |
| Usability | • Both are easily read  
| | • Both can be transported  
| | • Both are compact |
| | • Web based more easily updated  
| | • Easier to ensure latest version on web  
| | • Access to hyperlinks in web |
Question 21

Sample answer/Answers could include:

Purpose & Function of Operating Systems
• First program loaded
• Remains in memory at all times
• Manages all other applications and utility software
• Allocation and usage of hardware resources
  – Primary memory
  – CPU time
  – Security
  – Peripheral devices
  – Hard disk space
• Foundation software on which other applications depend (API)

Installation Process
• Check hardware requirements for installation
• Install CD or DVD
• Agree to license agreement
• Run install wizard
• Installation options (full, typical or custom)

Testing Procedures for Successful Installation
• Reboot computer to check for successful installation
• Check for error messages
• Internet access (optional) – check for successful internet connection
• Check for successful loading of connected peripherals drives, e.g. displays, printers, scanners

Reasons for Feedback
• Meet client requirements for customization
• Evaluate effectiveness of installation process for future improvement
• Organisation and industry standards consideration
• Improve business relationship
• Identify and overcome existing problems
• Eliminate entrenched work practices
• Improving productivity of the process
• Enhancing output quality of the process
• Future development of company/organisation
Question 22

Sample answer/Answers could include:

Environmental Conditions
• Temperature control <30°
• Air quality (low dust)
• Security lockable room
• Hardware organized, uncluttered, labeled, trip hazards

Power Supply
• UPS and regular testing for battery and correct shutdown
• Redundant power supplies
• Lightning, overload, surge protection, brownout, blackout
• Under floor power supply rating

Software Hardware Issues
• Virus protection, scans, virus updating
• Firewall
• Data backup procedures and backup storage offsite or on internet etc
• RAID array disk storage

User Access
• Passwords, rights, account access, permissions, guest accounts
• ACL (Access Control Lists)
• Protection against hackers
• VPN (Virtual Private Networks)