

Sunny Acres

Outline a use of any 2 of the following database features:

Candidate 1

Feature	Use
1. Form	Forms can be used for displaying information about some one like showing there name, email and post code. anything even what car they drive or what pet they have.
2. Query	Queries are used for seperating information from a database to suit what you want in the database.

Candidate 2

Feature	Use
1. Sort	Sort can help you find information in a table faster by either sorting descending or acensending this would benifit you by it being faster to find stuff in a table.
2. Qeury	Qeury can help you create forms or reports faster by it letting you get the information you need and lay it out in a table format.

Candidate 3

Feature	Use
1.	By using the feature sort, it can sort information in ascending order or descending order
2.	By using the feature query, it can organise or find certain information by putting in specific detail of the information needed to be found

Commented [A1]: Insert your chosen feature here.

Commented [1E2R1]: Sort

Commented [A3]: Insert your chosen feature here.

Commented [1E4R3]: query

Describe 3 ways an organisation can keep electronic information secure.

Candidate 1

1.	On way an organisation can keep there electronic informatoin secure is, putting passwords on computers or any electronic divices.
2.	a different way an organisation can keep there electronic informatoin secure is, Puttting locks on doors with computers in them.
3.	The final way an organisation can keep there electronic informatoin secure is, install an anti virus so no one can steal the organisations information.

Candidate 2

1.	An organisation can keep electronic information secure by naming the files properly with a suitable name so that people know what's in that file.
2.	Another way an organisation can keep information secure is by only giving access to the people who need to see that information.
3.	Another way an organisation can keep their information secure is by keeping the information in a secure place with an appropriate name.

Candidate 3

1.	Using passwords - this means that unauthorised individuals will not have access to the information stored on a device.
2.	Anti-virus software - this means that there is less chance of important information being stolen or leaked.
3.	Read only files - this means that files cannot be edited or altered in any way therefore keeping the information safe

Candidate 4

1.	They can install firewall which prevent unauthorised people to not be able to get the information
2.	Ensure all employees to lock all the computer before leaving the building
3.	Organisation may install CCTV to monitor people coming in and out of the building

Explain 3 organisational responsibilities for health and safety.**Candidate 1**

1.	An organisation has to make sure that there are fire exits all around the building in case of a Fire or an Evacuation.
2.	Organisations should have First Aid kits around the building so employees can quickly grab them in case of a medical emergency.
3.	Organisation should ensure that they have employees Medical History saved so if something was to happen the workspace would understand what was going on.

Candidate 2

1.	One health and safety responsibility is keeping fire exits unblocked and accessible because people need to be able to get out easily and quickly if there's a fire.
2.	Another health and safety responsibility is filing cabinets must be stable and secured if there not there could be a risk that they could fall on someone and injure them.
3.	Another health and safety responsibility is any liquid spills that happen have to be cleaned up because if there not then someone might walk on it and then they might slip and injure themselves.

Candidate 3

1.	Ensure building have exit entrance when a fire occur
2.	Ensure the equipment is safe and not broken to use
3.	Provide protective uniform if necessary

Candidate 4

1.	The organisation must provide equipment to use in the workplace to ensure the employees safety. E.g. Hard Hats.
2.	The organisation must provide equipment for employees that require it for medical reasons such as adjustable seats and tilting screens.
3.	The organisation must prohibit access to areas where it may be a safety hazard for employees and put up signs at possible slip hazard areas.