

OCR Cambridge Nationals ICT

Revision List for 17th May 2017 exam

- 1. Features and purposes of computing devices** i.e. desktops, laptops, netbooks, tablets and smartphones
 - 2. Input devices** i.e. mice, keyboard, microphone, sensors, pads, specialist, etc.
 - 3. Output devices** i.e. monitor/screens, printers, speakers, headphones, projectors, alarms
 - 4. Software** i.e. operating systems, utility software, applications software
 - 5. Storage and connectivity devices** i.e. optical disks, hard disk drive, Solid State Drives, memory cards, cloud
 - 6. How the following factors can affect the choice of system** cost, availability, user needs, data security
 - 7. How peripherals can be connected to a computer device** i.e. Wired methods (e.g. USB, fire wire) and Wireless methods (e.g. WiFi)
 - 8. How to connect a computing device to an existing wireless network** i.e. network name, i.e. Service Set Identifier (SSID), security keys, firewall
 - 9. How organisations can monitor employees** i.e. GPS location tracking, monitoring internet use and communications
- LO2: Know how to work with information and data to meet business needs**
- 10. Data capture methods** i.e. on-line/paper forms, automated data capture systems (barcodes, RFID Radio-frequency identification)
 - 11. How the following factors can affect the choice of method:** Nature of information, cost, availability, ease of use and data security
 - 12. How to design data capture forms to obtain specified information** i.e. drop down boxes, radio buttons, examples, text blocks, etc.
 - 13. How to code information for use in a spreadsheet or database** i.e. using data validation, drop down lists and limiting input data types
 - 14. Data Validation** Data ranges such as >18 and <60 or “Male” or “Female”
 - 15. File formats for storing data** i.e. proprietary, i.e. .doc, .xls, .ppt / open formats, i.e. .rtf, .pdf, .csv
 - 16. Data storage technologies** i.e. local and removable media remote storage (e.g. cloud storage)