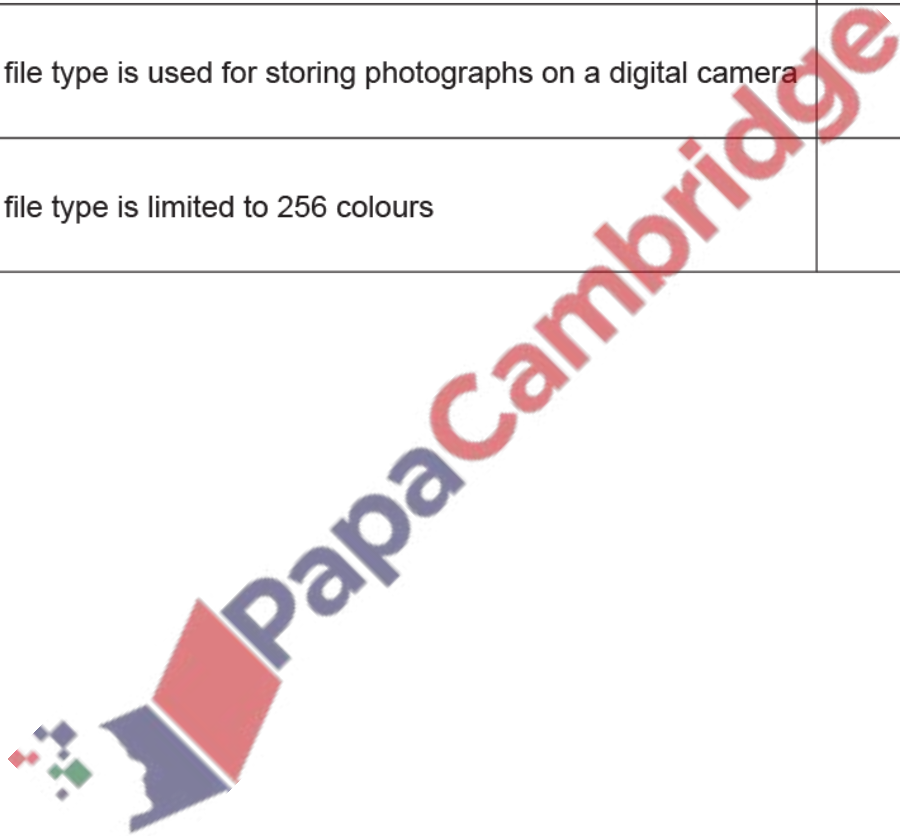**File management – 2021/20 IGCSE 0417**

1. Mar/2021/Paper_12/No.3d

    (d) Tick (✓) whether the following statements about generic image files refer to jpg, png or gif file types.

	jpg (✓)	png (✓)	gif (✓)
This file type stores still or moving images			
This file type uses lossy compression			
This file type is used for storing photographs on a digital camera			
This file type is limited to 256 colours			

[4]

2.

Susan is creating a database about cars and needs to save it in the shared area (S:) on the school network. It will be stored in the folder ICT which is contained in the IGCSE folder. She needs to save the file with a file name that is different from file names used by other students in the group.

(a) Write down a suitable file name for the file so that the teacher can easily find Susan's work and identify its contents. The file name should not contain spaces.

....

.... [1]

(b) Write down the file path which Susan would use to store the file in the correct folder.

....

....

....

.... [2]

(c) Susan plans to work on her database at home. However, the database is very large so her teacher has told her that it needs to be reduced in size. She will then be able to attach it to an email so she can send it home.

Explain why the file size would need to be reduced.

....

....

....

.... [2]

3.

Generic file formats allow data to be opened in any platform.

Identify **two** generic text formats.

1 ....

2 ....
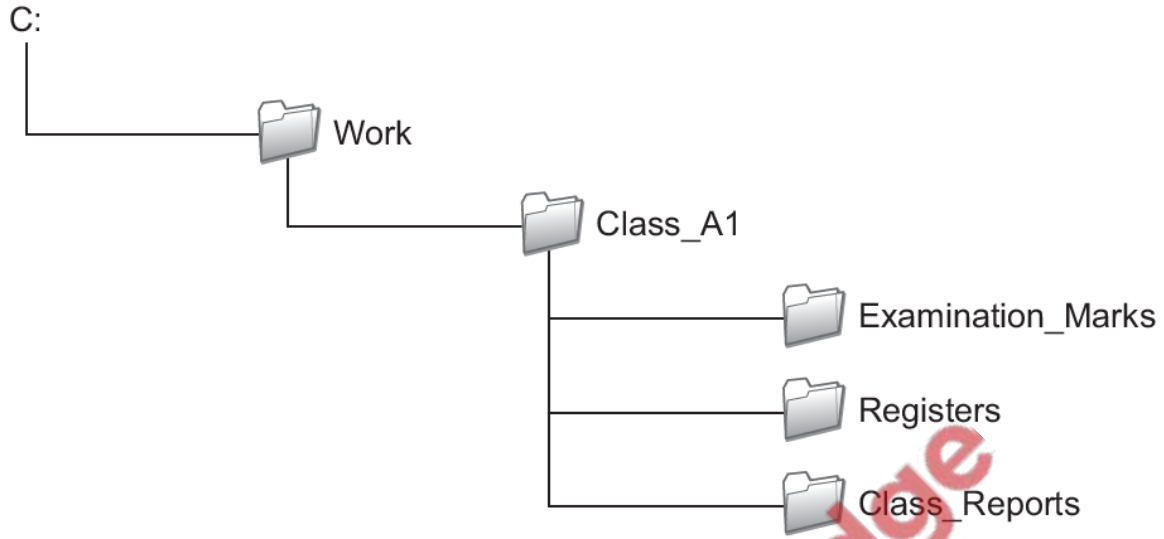
[2]

4.

A teacher has created a hierarchical file structure to save the registers and marks of each of her classes on her laptop computer. Part of the structure is shown:

C:
└── 📁 Work
    └── 📁 Class_A1
        ├── 📁 Examination_Marks
        ├── 📁 Registers
        └── 📁 Class_Reports

(a) Write down the file path to locate a document which is stored in the folder Examination_Marks.

C: ....

....

....

.... [3]

(b) The teacher could have saved the document as a .txt or an .rtf file format.

Describe what is meant by .txt and .rtf file formats.

....

....

....

.... [2]