

Pearson BTEC (QCF)

Principles of Business Document Production and Information Management

Level 2 – T/506/1901

2015 – Practice Test

Time: 35 minutes

Paper Reference

BA-2-25 PT

You must have:

Multiple choice answer sheet
Black pen

Instructions

- Use **black** ink or ball-point pen.
- Answer **all** questions.
- Encircle your answers on the separate answer sheet.

Information

- The total mark for this paper is 25.
- The marks for **each** question are shown in brackets.

Advice

- Read each question carefully before you start to answer it.
- Try to answer every question.
- Check your answers if you have time at the end.

Turn over ►

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- 1 Which of these is a feature of paper-based systems used for the retrieval of secure files? (1)
- Select **one** option.
- A The use of passwords on the documents
 - B The use of mobile storage
 - C The use of access cards
 - D The use of scanned documents
- 2 Which of these is an efficient way to distribute an electronic document internally? (1)
- Select **one** option.
- A In employee in trays
 - B Using the internet
 - C In the company's post room
 - D Using the intranet
- 3 A business needs to obtain permission to include a copyrighted image in a document. What effect will this have on the production of the document? (1)
- Select **one** option.
- A It will increase the need for security
 - B It will take longer to complete
 - C It will require more editing
 - D It will require colour printing
- 4 Which of these is used to check the accuracy of business documents? (1)
- Select **one** option.
- A Asking a colleague to proofread
 - B Restricting access to the document
 - C Storing backup copies
 - D Duplicating the document
- 5 Why is it important for an organisation to have an effective filing system? (1)
- Select **one** option.
- A To allow easy retrieval
 - B To protect files from fire
 - C To protect copyright
 - D To improve document quality
- 6 An organisation needs software to meet its own unique, specific needs. What type of software would be suitable? (1)
- Select **one** option.
- A Customised
 - B Spreadsheet
 - C Desktop publishing
 - D Word processing

7 How does intellectual property legislation affect approval for a business document containing images from different sources? (1)

Select **one** option.

- A** Production process will be quicker
- B** Ownership of document will be undefined
- C** Use of document will be unrestricted
- D** Agreement will be needed from multiple parties

8 An organisation has been asked to produce reports for a client. Why should a template be used for this? (1)

Select **one** option.

- A** To encourage creativity
- B** To ensure confidentiality
- C** To ensure deadlines are met
- D** To follow an agreed house style

9 Which of these is an example of business correspondence? (1)

Select **one** option.

- A** Staff holiday rotas
- B** Staff salary information
- C** Letters to customers
- D** Customer purchase history

10 A business decides to introduce off-site archiving of its paper-based documents. What is a feature of this system? (1)

Select **one** option.

- A** Increased storage space
- B** Reduced retrieval time
- C** Increased duplication
- D** Reduced errors

11 Which of these are included in minutes of meetings? (1)

Select **one** option.

- A** Salutations
- B** Apologies for absence
- C** Opinions of attendees
- D** References

12 How will the need to ask for authorisation of a business document affect its production? (1)

Select **one** option.

- A** Details will be kept for longer
- B** Additional people will be involved
- C** New equipment will be necessary
- D** Remote storage will be required

13 Why should the content of a business document be agreed before production? (1)

Select **one** option.

- A** To ensure it is shared between recipients
- B** To ensure it is free of grammatical errors
- C** To ensure it is kept confidential
- D** To ensure it is appropriate for the audience

14 A high profile company ensures access to contact details of staff is restricted. Why does this need to be done? (1)

Select **one** option.

- A** For individuals' personal security
- B** For authorisation of wages
- C** To ensure convenient retrieval
- D** To ensure accuracy of information

15 A business has produced a new document. When distributing this, how should the copyright be protected? (1)

Select **one** option.

- A** Recipients must acknowledge receipt
- B** Names of recipients must be kept secure
- C** Ownership must be clearly identified
- D** Tracked delivery must be used

16 A business team has updated a spreadsheet and saves it with a new version number. Why is it necessary to do this? (1)

Select **one** option.

- A** To ensure the content is correct
- B** To ensure authorised staff have access
- C** To ensure staff are notified of changes
- D** To ensure the latest document is used

- 17** What is included in the standard format of an email? (1)
- Select **one** option.
- A** Images
 - B** Columns
 - C** Address of recipient
 - D** Terms of reference
- 18** Why does an organisation need to comply with data protection legislation when producing business documents containing personal information? (1)
- Select **one** option.
- A** To ensure version control is maintained
 - B** To ensure details about individuals are accurate
 - C** To protect intellectual property
 - D** To allow for fast retrieval
- 19** Sensitive paper business documents need to be kept secure. What will this introduce? (1)
- Select **one** option.
- A** The need to change the file name
 - B** The need to index material
 - C** The need for suitable storage conditions
 - D** The need to recycle
- 20** A customer complains to a company that the personal information stored about them is inaccurate. What is the company legally obliged to do under data protection legislation? (1)
- Select **one** option.
- A** Provide an apology
 - B** Deny responsibility
 - C** Delete the information
 - D** Amend the information
- 21** Which of these is a type of financial information kept by a business? (1)
- Select **one** option.
- A** Invoices
 - B** Annual leave records
 - C** Rotas
 - D** Customer surveys

22 A junior administrative assistant has to pass important documents to a manager for authorisation.
Why is this important? (1)

Select **one** option.

- A** To ensure accountability
- B** To ensure ease of use
- C** To encourage independent working
- D** To guarantee early completion

23 An administrator is designing a procedure for storing electronic copies of customer contracts.
Which of these will be affected by the requirements of data protection legislation? (1)

Select **one** option.

- A** Format of records
- B** Accuracy of records
- C** Design of contract
- D** Length of contract

24 Which software should be used to create newsletters? (1)

Select **one** option.

- A** Presentation
- B** Database
- C** Desktop publishing
- D** Spreadsheet

25 Which of these is a feature of sending paper documents through an internal mail system? (1)

Select **one** option.

- A** A franking machine is used
- B** No need to identify recipient
- C** A memory stick is used
- D** No postage costs

TOTAL FOR PAPER = 25 MARKS