Question	Answer	Explanation / Rationale	Syllabus Sections
1	C	A payroll system is used for processing financial transactions and payments, the other systems are used for different functions.	2.3
2	D	A word processor is one of the most common applications found in computing today, only paragraph settings are commonly found in word processing applications. A slide list would be found in a presentation application, a formula bar is a feature of a spreadsheet application and address bar is commonly found on an email application.	2.7
3	D	Good documentation is only useful if it is well managed. Documents such as Standard Operating Procedures (SOPs) should be well controlled for the benefit of all staff who will use them. Not all documents have an ISBN so this does not need to be included in a version control table.	2.9
4	B	ISO 27001 is the major information security standard and is known industry wide.	1.1
5	A	IT strategy which does not support the business is misguided and could lead to overspending and unsuitable technologies / solutions leading to increased workload for the IT department and the business as a whole.	2.1
6	B	Payslips are usually treated as confidential material by the HR department and would require secure printing and mailing.	2.5
7	B	Software licencing is a cost to the business and maintaining correct licencing (not having too many or too few licences) is an important ongoing task.	2.2
8	B	Software piracy is not covered in the Computer Misuse Act, regardless of the fact that many would regard it as computer misuse.	1.2
9	A	Subject access requests are a common part of data protection. GDPR gives data subjects more rights and actions (e.g. the right to erasure).	1.5
10	C	The business continuity plan (BCP) should detail which services are to be restored first and this would be defined in the disaster recovery policy.	1.4