

# R001 – OCR CAMBRIDGE NATIONALS REVISION CHECKLIST



<b>LO1: Understand how ICT can be used to meet business needs</b>			
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1.1 Desktop PC			
1.2 Laptop			
1.3 Tablet			
1.4 Smartphones			
1.5 Operating Systems			
1.6 Input and Output Devices (1)			
1.7 Input and Output Devices (2)			
1.8 Utility software			
1.9 Firewalls			
1.10 Antivirus			
1.11 Application Software			
1.12 Storage Devices and Media			
1.13 Solid-State Storage Devices			
1.14 Magnetic Storage Devices			
1.15 Network Devices			
1.16 Customising Systems			
1.17 Wired and Wireless Connections			
1.18 Using Bluetooth			
1.19 Connecting to Wireless Networks			
1.20 How Organisations Monitor Employees			
<b>LO2: Know how to work with information and data to meet specified business needs</b>			
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2.1 Online and Paper-Based Forms			
2.2 Automatic Data Capture			
2.3 File Formats			
2.4 Open Source vs Proprietary File Formats			
2.5 Data Validation			
2.6 Data Storage Technologies			
2.7 Data Security: Software Methods			
2.8 Data Security: Physical Methods			
2.9 Data Transferring Methods			
2.10 Mobile Data			
2.11 Data Transfer Speeds			
2.12 Optimising Electronic Files			
2.13 Backup and Recovery			

2.14 Factors Affecting Backup Methods			
<b>LO3: How ICT can be used to support business working practices</b>			
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3.1 Business Communication			
3.2 Communication Methods			
3.3 Cloud-Based Services			
3.4 Document Editing and Review			
<b>LO4: Legal, ethical, safety and security issues when using ICT</b>			
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4.1 Legislation			
4.2 Data Protection Act 1998			
4.3 Copyright Designs and Patents Act			
4.4 Health and Safety Legislation			
4.5 Computer Misuse Act			
4.6 Ethical Issues			
4.7 Cyberbullying			
4.8 Monitoring of Individuals by Organisations			
4.9 Impact and Consequences to Organisations of Data Loss			
4.10 Threats to Data Security			
4.11 Automatic and Manual Software Updates			

**Important revision notes/tips/reminders:**