

1. Give short answers to the following questions:
  - i. Why is it important for PAs and secretaries to keep accurate records?
  - ii. Why is it essential to regularly back up digital files and data?
  - iii. If working between multiple computers, what can you do to ensure you don't accidentally wipe the latest version of a file?
  
2. Explain how the Dewey decimal classification system works and discuss its advantages.
  
3. In some instances, it may be useful or necessary to keep paper *and* digital copies of certain files and documents. Explain why this may be the case, detailing the pros and cons of digital files and hard copies.