Name: Class:

1. DesignZone is a graphical design company specialising in advertising for computer games and apps. It is run by Stephen and he has ten employees for design and three for administration. IT Support for the computers is run by an external company.  
     
   Recently, many of the computers have started to run slowly. The IT support company have suggested that defragmentation and disk clean-up should first be carried out to see if they resolve the problem.

(a) State the group of software that defragmentation and disk clean-up belong to. [1]

The company wish to upload a number of documents for customers to download   
from their website. Stephen has asked the admin team to use compression tools   
on the files before they are uploaded.

(b) Explain **one** reason why Stephen has asked for compression tools to be used. [2]

(c) The company currently uses a proprietary office suite. They are considering changing to an open source one.

Discuss the benefits and drawbacks of moving to an open source office suite. [6]

Benefits:

Drawbacks:

2. The designers are researching new graphic design software.

(a) Describe the purpose of graphic design software. [2]

(b) Explain **two** features that the designers would expect this software to have? [4]

(c) The company wishes to put a video on their website to advertise themselves.  
State a suitable video format. [1]

(d) When the company creates images for printing magazines, they use PNG or JPG images with a resolution of at least 300 dots per inch (dpi). Explain **two** reasons why they specify the given file formats and resolution. [4]

**Reason 1:**

**Reason 2:**

[Total 20 marks]