

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 1
YEAR 10
OFFICE TECHNOLOGY

Multiple Choice Questions

- Which of the following is not a component of an office?
A. People
B. Tools
C. Records/Data
D. Building
- Combining two or more cells together is called _____ cells.
A. merging
B. mixing
C. combining
D. spanning

Short Answer Questions

- Define the following terms:
 - Browsers
 - Ergonomics
 - Flow process chart
- Study the spreadsheet below and answer the question that follows.

	A	B	C	D
1				
2		Total marks	120	
3		Marks scored	90	
4				
5				
6				

Joanna answered 90 out of 120 questions correctly during the exam. Write the steps to show how she will calculate the percentage of the correct answer.

- Explain **one** importance of using Word Processing in an office situation.
- Differentiate between **reuse** and **recycle** in relation to the conservation of paper in the office.
- Explain the purpose of Home icon on a web page.
- Explain the purpose of Air brush in a paint program.

Paragraph Writing

- In a paragraph, discuss three examples of wastes that are produced while using office equipment and two ways of reducing office wastes.
- In a paragraph, discuss the three features and two functions of a spreadsheet