MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 1
YEAR 12
OFFICE TECHNOLOGY

Multiple Choice Questions

1. Which of the following items is used for cleaning a laminating machine?

   A. Damp cloth   B. Moist towel

   C. Clean sponge   D. Microfiber cloth

2. Which of the following word processing menu will enable the user to view the page orientation tab?

   A. File   B. Home

   C. Insert   D. Page Layout

Short Answer Questions

1. Define the following terms:

   a) Hazard

   b) virtual memory

   c) attachments

2. Study the picture given below and answer the following questions given below

Source: *MEHA, Office Technology Year 12, 2016*

   a) State the name of the storage device shown above.

   b) Explain the function of the storage device in (a).

3. Discus two importance of office mechanization.

4. Explain **how firewall** prevent unauthorised access to a computer system?

5. **http://www.education.gov.fj**

   a) Expand the acronym URL.

   b) Explain the highlighted part of the above URL.

6. The AIDA principle is used in writing persuasive letters.

   Discuss how the AIDA principle is applied to each paragraph of the letter.

7. Explain **one** advantage of using Word Art in Microsoft Publisher.

8. Discus **two** general rules that are common for the use of all electrical equipment.