

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 1
YEAR 11
OFFICE TECHNOLOGY

Multiple Choice Questions

- The office machine that is used to cut paper into strips or fine particles is called
 - binder.
 - shredder.
 - laminator.
 - photocopier.
- The key that is used to stop the slide show during presentation is
 - End.
 - Delete.
 - Escape.
 - Backspace.

Short Answer Questions

- Define the following terms:
 - green power
 - search engine
 - Phishing
- Use the spreadsheet given below to answer questions (a) to (d)

	A	B	C	D	E	F	G	H	I
1			10%	10%	80m	100%			/100
2	GIRLS	NAME	ST1	ST2	TE1	TOTAL		No Sat	4
3	1	STUDENT 1	6.0	7.8	56	70		No. Passed	
4	2	STUDENT 2	6.8	3.2	32	42		% Passed	
5	3	STUDENT 3	4.5	3.25	78	86		No. Failed	2
6	4	STUDENT 4	5.7	6.5	23			% Failed	50%
7	5	STUDENT 5	3.5	2.35	26	32		H/M	85.8
8								L/M	
9								Total	
10								Average	57
11								Median	56
12								Absent	0

Write the correct formulas/ functions to calculate the relevant information for the following cells.

- Cell F4 – Function to find Total for STUDENT 4.
 - Cell I3 – No. Passed.
 - Cell I8 – Lowest Mark in class.
 - Cell I9 – Formula for Total Mark for the class.
- Discuss **two** types of cybercrime.
 - Differentiate between the **extranet** and **internet** in relation to network.
 - Differentiate between **Indented Style** and **Hanging Style**.