

# Ministry of Education, Heritage & Arts

## OFFICE TECHNOLOGY YEAR 10 - WORKSHEET 7 - 2021

**Instruction:** Use your activity book to write the answers only.

### STRAND 1 – General Office Technology

#### **MATCHING (10 marks)**

Match the terms in **List A** with the descriptions in **List B**. Write the letters of the descriptions from **List B** in the spaces provided beside the numbers 1 to 10 in your **Answer Booklet**.

<b>List A</b>	<b>List B</b>
1. Photocopier	A. Sending inappropriate messages on the internet to a large number of recipients.
2. Shredder machine	B. Information flow from workers to top level management.
3. Spreadsheet window	C. Attending to urgent tasks.
4. Formula	D. The graphic floats on its own layer behind the text.
5. Spamming	E. Comprises the owner, structure, how it is run, its workers, equipment, building, etc.
6. Behind text style	F. A negative attitude that deals with customers with the same actions and comments, showing no feeling or individuality.
7. Prioritisation	G. Use light process in making immediate copies of documents or pictures.
8. Internal Business Environment	H. A positive attitude that put you in other person's position and understand their point of view.
9. Robotism	I. Destroys documents and files which contain confidential matters.
10. Bottom Up	J. The graphic moves as you add or delete text.
	K. Has all the features including menu bar, tool bar and working area.
	L. Used in spreadsheet to perform calculations.