Ministry of Education, Heritage & Arts

OFFICE TECHNOLOGY YEAR 11 - WORKSHEET 7 - 2021

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

Multiple Choice – Select the most appropriate answer for question 1 - 3.   (3 marks)

STRAND 1 – General Office Technology

MULTIPLE CHOICES

1.   The machine that converts a printed document to digital format is a/ an

A.	scanner.	C.	laminator.
B.	facsimile.	D.	overhead projector.

2.   An advantage of the conventional layout of an office is

A.   ease of interpersonal communication.
B.   flexible and economic use of space.
C.   reduced construction costs.
D.   high degree of privacy.

3.   The animation that occurs between two slides in a power point presentation is slide

A.	design.	C.	show.
B.	sorter.	D.	transition.

Short Answer Questions

(a) Define the following terms:

(i)   laptop   **(1 mark)**

(ii)   ergonomic   **(1 mark)**

(b) Describe how the use of green power contributes to the effectiveness of an
    organisation.   **(2 marks)**

(c) Explain how the flow process chart is used by specific people in an
    organisation.   **(2 marks)**

(d)   Differentiate between solid fill and gradient fill in relation to formatting
the background of a power point presentation.   **(2 marks)**

(e)   State the purpose of inserting Clip Art in the power point presentation.   **(1 mark)**

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