

Ministry of Education, Heritage & Arts

OFFICE TECHNOLOGY YEAR 12 - 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. Telephone in an organisation is for

- A. destroying documents.
- B. receiving the communication.
- C. collating documents together.
- D. protecting paper based documents.

2. Efficiency of the office equipment is determined by

- A. fast completion of work.
- B. doing everything correctly.
- C. providing automatic checking.
- D. producing high level of results.

3. Which of the following would allow users to view basic information of the computer?

- A. Program
- B. Ease of Access
- C. System and Security
- D. Network and Internet

Short Answer Questions

(a) Define the following terms:

(i) mechanisation (1 mark)

(ii) versatility (1 mark)

(b) Differentiate between the **laminating machine** and the **shredding machine** with regards to their functions. (2 marks)

(c) Explain **one** objective of using machine in an office. (2 marks)

(d) Explain **one** function of USB drive. (2 marks)