

Ministry of Education, Heritage & Arts

OFFICE TECHNOLOGY YEAR 13 - 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 data source documents that contain information to be merged can be in a form of
 - A. word art.
 - B. spreadsheet.
 - C. publisher.
 - D. power-point presentation.
2. Which key components of Database Management System (DBMS) use commands such as add, compare, display, select, join and update?
 - A. Query Language
 - B. Data Dictionary
 - C. Information Utilities
 - D. Report Writers
3. The type of database that is stored in a file server from where it is accessible by everyone is a
 - A. company.
 - B. distributed.
 - C. personal.
 - D. proprietary.

Short Answer Questions

- (a) Explain **one** advantage of an interactive whiteboard in school. **(2 marks)**
- (b) Describe **one** impact of green technology in the office environment. **(2 marks)**
- (c) Explain **one** benefit of using modern office equipment in a business. **(2 marks)**
- (d) Explain how geo-marketing assist the companies in Fiji. **(2 marks)**
- (e) Differentiate between **on-line** and **off-line** marketing in relation to business achievement. **(2 marks)**