Ministry of Education, Heritage & Arts

OFFICE TECHNOLOGY YEAR 9 - WORKSHEET 10 - 2021

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

STRAND 1 – General Office Technology

PARAGRAPH WRITING [5 marks]

Answer the following question.

Question 1

Internet is a system that connects together computers all over the world. During the COVID 19 Pandemic the use of online platforms by Teachers and Students has increased.

In a paragraph, discuss the **three** benefits of using internet for school work and **two** most commonly used platforms that have assisted you to study from home.