

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 2
YEAR 10
OFFICE TECHNOLOGY

Instructions:

Write all your answers in the activity book. Please do not write the questions.

Multiple Choice Questions- Circle the letter which represents the **best** answer.

1. Which of the following tabs, when clicked will display the chart styles in MS Excel?
 - A. Insert
 - B. Design
 - C. Format
 - D. Formula
2. Point is a measure of _____.
 - A. size.
 - B. Shape.
 - C. style.
 - D. graphics.

Short Answer Questions

1. Explain the purpose of the show and hide icons. **(2 marks)**
2. Explain the purpose of Air brush in a paint program. **(2 marks)**
3. Differentiate between color 1 and color 2 in a paint program. **(2 marks)**
4. Explain the purpose of Home icon on a web page. **(2 marks)**
5. Give two examples of abbreviations used in writing emails. **(2 marks)**
6. List the steps to read an email with attachments. **(3 marks)**
7. Describe the features and functions of the following office machines:
 1. facsimile machine **(2 marks)**
 2. photocopier machine **(2 marks)**
 3. binding machine **(2 marks)**
 4. office telephone **(2 marks)**
 5. printer **(2 marks)**
8. Discuss the two areas you need to be trained in to carry out the operations allocated to you in a modern office. **(4 marks)**
9. Define Green office. **2 marks)**

Paragraph Writing

1. In a paragraph of **approximately 50-80 words**, discuss five types of wrapping style used to create a word document the way you like. **(5 marks)**
2. In a paragraph of **approximately 50-80 words**, discuss why we need to implement the 5R's in our life. **(5 marks)**