

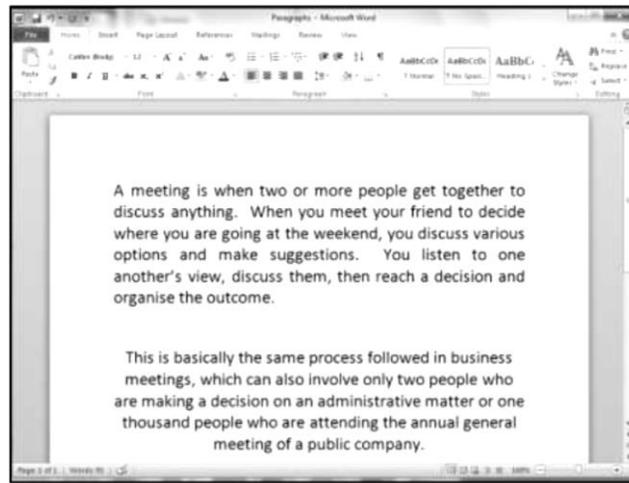
**MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 3
YEAR 10
OFFICE TECHNOLOGY**

Instructions:

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

Short Answer Questions

1. Study the Microsoft Word window below and answer the questions that follow.



- (i) Describe the format of the two paragraphs shown above. (2 marks)
- (ii) Texts and graphics are integrated in Microsoft Word. Describe with an example the impact of graphics in Word Processing. (2 marks)
- (iii) Explain **one** function of the mouse when using graphics. (2 marks)

2. Study the Spreadsheet below and answer the questions that follow.

| YEAR 12 TERM 1 EXAMINATION MARKS | | | | | | |
|----------------------------------|-----------------|---------|-------|---------|-----------|---------|
| | | English | Maths | Biology | Chemistry | Physics |
| 1 | Lalita Maharaj | 79 | 55 | 78 | 68 | 45 |
| 2 | Joeli Turaga | 77 | 76 | 45 | 62 | 54 |
| 3 | Alphana Singh | 56 | 64 | 87 | 59 | 67 |
| 4 | Antonio Rogo | 72 | 52 | 71 | 57 | 72 |
| 5 | Samuel Bolebole | 51 | 50 | 66 | 60 | 45 |

- (i) Write the function that will determine the highest mark in Physics. (2 marks)
- (ii) Write the formula that will calculate the total mark for Alphana Singh. (2 marks)
- (iii) List the steps of converting the above data to bar chart. (4 marks)