

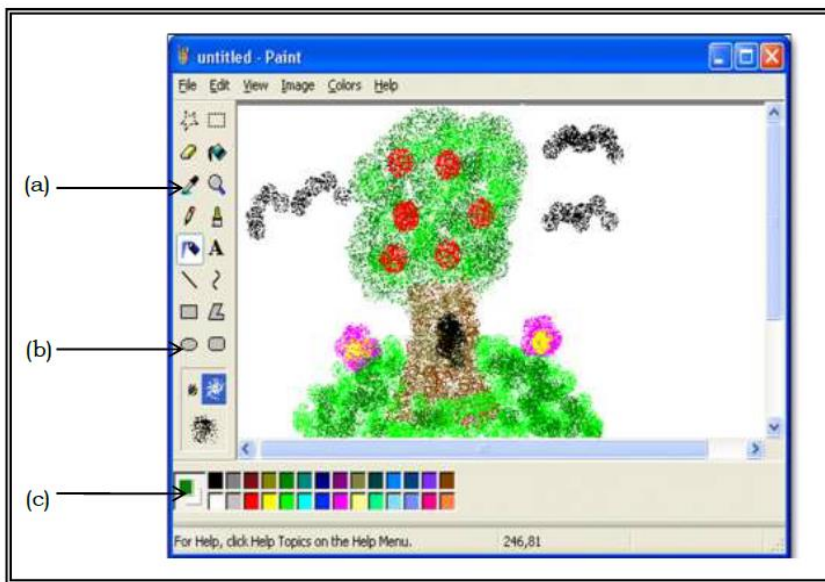
**MINISTRY OF EDUCATION, HERITAGE & ARTS**  
**2021 WORKSHEET 4**  
**YEAR 10**  
**OFFICE TECHNOLOGY**

**Instructions:**

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

**Short Answer Questions**

1. Study the Graphics Window below and answer the questions that follow.



Source: Year 10 Office Technology, Ministry of Education, 2015.

- (i) Label the graphic icons marked (a), (b) and (c). **(3 marks)**
- (ii) Name **two** icons that will be displayed when clicking the view menu. **(2 marks)**
- (iii) State the **four** steps for opening a graphic package in a desktop computer. **(4 marks)**
2. Match the description in **List A** with the description in **List B**. **(11 marks)**

**List A**

1. Spreadsheet
2. Values
3. Labels
4. Formulas
5. Cells
6. Cell Reference
7. Delete Key
8. Spreadsheet Pointer
9. Sum
10. Sum Symbol
11. Operators

**List B**

- A. these are the boxes in which you will enter the values
- B. adding together a set of numbers
- C. the name of a cell eg. B4
- D. the sum that tells the computer how to work out a calculation
- E.  $\Sigma$
- F. it is a program that help with a series of calculations the need to be repeated often
- G. these are signs like plus and minus which are used in formulas
- H. these are words you enter to explain the values
- I. this key is used to clear a cell
- J. the numbers that you know already and you enter Them
- K. it looks like a white cross