

**MINISTRY OF EDUCATION, HERITAGE & ARTS**

**2021 WORKSHEET 6**

**YEAR 10**

**OFFICE TECHNOLOGY**

**Instructions:**

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

**Paragraph Writing**

- 1. The Internet is a global system that makes it possible for computers worldwide to share information.**

In a paragraph of **approximately 50-80 words**, discuss the functions of web browsers and search engines with examples of each.

**(5 marks)**

- 2. Green office is a practical environment management system for offices.**

**It helps you to reduce the ecological footprint and greenhouse gas emissions of your office.**

In a paragraph of **approximately 50-80 words**, discuss five reasons to become a green office.

**(5 marks)**