

Ministry of Education, Heritage & Arts

OFFICE TECHNOLOGY YEAR 10 - WORKSHEET 8 - 2021

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

STRAND 1 – General Office Technology

MULTIPLE CHOICE - Select the best answer to answer questions 1 – 3.

[3 MARKS]

1. The office layout that reduces privacy is called
 - A. modern.
 - B. standard.
 - C. open-plan.
 - D. conventional.

2. The device that is used for receiving and recording messages when the office is closed is
 - A. an electronic diary system.
 - B. an answering machine.
 - C. a binding machine.
 - D. a computer.

3. Which of the following devices is portable?
 - A. Desktop
 - B. Facsimile
 - C. Photocopier
 - D. Mobile phone

SHORT ANSWER QUESTIONS

- (a) Describe one feature of business environment. (2 marks)
- (b) Explain one internal competition that affects the running of a business. (2 marks)
- (c) Differentiate between reuse and recycle in relation to the conservation of paper in the office. (2 marks)
- (d) Explain one reason why all office workers need to use ergonomic furniture. (2 marks)
- (e) Explain one popular web browser used by internet users. (2 marks)