

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 2
YEAR 11
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.

- The office machine that uses a phone line to transmit a copy or image of important documents such as forms, receipts, contract and any legal documents is called

A. binder.	C. laminator.
B. shredder.	D. fax machine.
- The tab that allows you to change the print formatting of your workbook, including margin width, page orientation and themes is

A. insert.	C. formulas.
B. page layout.	D. data.

Short Answer Questions

- Define the following terms:

a) Traditional Office	(2 marks)
b) Office Layout	(2 marks)
c) Flow Process Chart	(2 marks)
- Identify the following icons that are used in MS PowerPoint. **(8 marks)**

	icon	label		icon	label
i			vi		
ii			vii		
iii			viii		
iv			ix		

- State **four** components of an office. **(4 marks)**
- Differentiate between the **Wikis** and **Blogs**. **(2 marks)**
- Differentiate between **second area** and **third area** in relations to operations carried out in an office. **(2 marks)**
- Explain **Data Archiving**. **(3 marks)**
- Discuss **four** web utilities. **(8 marks)**