





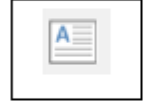


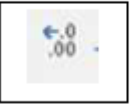

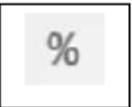
MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 3
YEAR 11
OFFICE TECHNOLOGY

Instructions:

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

Short Answer Questions

1. Identify the following icons that are used in MS Excel. **(10 marks)**

	icon	label		icon	label
1			6		
2			7		
3			8		
4			9		
5			10		

2. Define **Green Power**. **(1 mark)**
3. Identify three types of slide views in MS PowerPoint. **(3 marks)**
4. Differentiate between **uploading** and **downloading** with reference to file transfer. **(2 marks)**
5. <http://www.wducation.gov.fj>

For the URL given above identify:

- i) Protocol
- ii) subdomain
- iii) domain name
- iv) top level domain

(4 marks)