

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 4
YEAR 11
OFFICE TECHNOLOGY

Instructions:

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

Short Answer Questions

1. Define the following terms.
 - i. Focus zone
 - ii. Collaboration zone
 - iii. Mind-opening zone
 - iv. □ Communal zone
 - v. Client/Feedback zone
 - vi. Virtual/external zone

(6 marks)

2. Identify the tab in which the following icons belong to in MS Power Point:
 - i. Format Background
 - ii. Header & Footer
 - iii. From current slide
 - iv. New slide
 - v. Preview Animation

(5 marks)

3. Match each the term in column A with its correct definition in Column B.

(10 marks)

	Column A		Column B
1	Network	A	Rules for exchanging data between computers.
2	ARPANET	B	Also known as online storage. An internet based space for storing data and files.
3	Search Engine	C	An online encyclopedia written and edited by anyone who wants to contribute in over 20 languages.
4	Protocol	D	Private network that connects more than one organization.
5	Signature	E	Provides email, mailing lists, newsgroups, viber, etc. with an organization.
6	Twitter	F	The arrangement in which various communication channels are connected through two or more computers.
7	Wikipedia	G	Specialized programs assisting in locating information on the web and the internet.
8	e-commerce	H	Provides additional information about a sender of an e-mail message, such as name, address and telephone number.
9	Cloud storage	I	Buying and selling of goods and services over the internet.
10	Extranet	J	The most popular microblogging site that enables one to add new content from your browser, instant messaging or even a mobile phone.
		K	Known as the forefather of Internet.