MINISTRY OF EDUCATION, HERITAGE & ARTS

2021 WORKSHEET 8

YEAR 11

OFFICE TECHNOLOGY

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

QUESTION 1   **USE OF INTERNET**
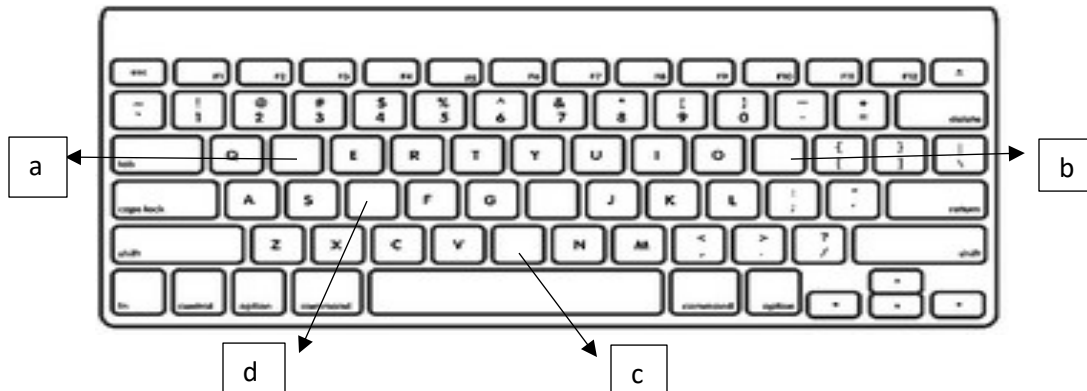
1. Define the following terms;   (2 marks)
    a. Website
    b. Webserver

2. State down **one advantage** and **one disadvantage** of **text messaging**?   (2 marks)

3. Discuss **cloud computing** and **state down one benefit** of cloud computing?   (2 marks)

4. There are **six types of cybercrime**, discuss the **two listed below**?   (4 marks)
    a. Cyber terrorism
    b. Software piracy

5. Differentiate between **biometric** and **password**?   (2 marks)

SECTION 4   **DOCUMENT PROCESSING**

1. Define the following terms;   (2 marks)
    a. Word wrap
    b. Spell checker

2. Differentiate between **hanging style** paragraph and **indented style** paragraph?   (2 marks)

3. Label the missing keys from the keyboard given below?   (4 marks)

4. State the difference between **subject heading** and **subscription**?   (2 marks)

5. State **two** things that you could find in a **memorandum**?   (2 marks)

6. List down one duty of a clerk?   (1 mark)