

**MINISTRY OF EDUCATION, HERITAGE & ARTS**  
**2021 WORKSHEET 3**  
**YEAR 12**  
**OFFICE TECHNOLOGY**

**Instructions:**

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

**Short Answer Questions**

1. Read the statement given below and answer the questions that follow.

**Occasionally, the power supply fails and the document you are working on will be lost.**

- (i) State one way of protecting the document against power failure. **(1 mark)**
- (ii) Name the computer device that is used to control the power supply when using computers. **(1 mark)**
2. Explain one common threat to the integrity of data held on computer files. **(2 marks)**
3. Explain one advantage of using a desktop publishing template. **(2 marks)**
4. A characteristic about computer is its versatility. Explain how versatility supports the user in completing the work on time. **(2 marks)**
5. Study the picture below and answer the questions that follow.



- (i) Name one effect of correction fluid on the office worker. **(1 mark)**
- (ii) State one preventative measure for using hazardous chemical substance in the office. **(2 marks)**
6. Study the icons X and Y below and answer the questions that follow.

X



Y



- (i) Name the icon labeled X. **(1 mark)**
- (ii) State one way of activating the icon labeled Y. **(2 marks)**
7. Describe one way of protecting data from computer virus. **(2 marks)**