

**MINISTRY OF EDUCATION, HERITAGE & ARTS**  
**2021 WORKSHEET 5**  
**YEAR 12**  
**OFFICE TECHNOLOGY**

**Instructions:**

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

**Multiple Choice Questions**

1. Using a mug in place of a disposable cup is an example of
  - A. reuse.
  - B. reduce.
  - C. recycle.
  - D. recover.
  
2. Which of the following items is used for cleaning a multi-media projector?
  - A. Damp cloth
  - B. Moist towel
  - C. Clean sponge
  - D. Microfiber cloth
  
3. The sound created by moving vehicles when the office workers are working is known as
  - A. internal noise.
  - B. external noise.
  - C. excessive noise.
  - D. workplace noise.
  
4. The **best** option to avoid fatigue caused by long hours of computer use is to
  - A. take regular breaks.
  - B. use a flexible keyboard.
  - C. use ergonomic chair.
  - D. place the mouse on the left hand side.
  
5. A physical sign of excessive stress is
  - A. poor memory.
  - B. inability to concentrate.
  - C. pain in the back and neck.
  - D. irritability and short temper.
  
6. In order to access the Ministry of Education website, you have to type  
<http://www.education.gov.fj> in the address box of your browser. The domain name of the website is
  - A. www
  - B. education
  - C. education.gov.fj
  - D. www.education.gov.fj
  
7. The software system that is designed to access information in the World Wide Web is called a
  - A. Website.
  - B. Web Address.
  - C. Web Browser.
  - D. Web Search Engine.

**Please continue working on your IA project.**