

**MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 4
YEAR 13
OFFICE TECHNOLOGY**

Instructions:

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

Essay Questions

**Write an essay of approximately 180-200 words to answer each question.
Each question is worth 10 marks.**

QUESTION 1

Technology at the workplace has increased the morale of employees.

With reference to the above statement, discuss three

- **devices used in an office environment** (3 marks)
- **advantages of using the devices** (3 marks)
- **impacts of using the devices** (3 marks)

QUESTION 2

Health and safety measures when working with computers.

With reference to the above statement, discuss three ways in which each of the factors listed below contribute to improving typing speed.

- **Chair** (3 marks)
- **Screen placement** (3 marks)
- **Keyboard placement** (3 marks)