

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 5
YEAR 13
OFFICE TECHNOLOGY

Instructions:

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

Multiple Choice Questions

1. Which electronic document production allows you to send out the same document to many customers without having to type them individually?
A. Email
B. Desktop publishing
C. Word Processing
D. Mail Merge

2. A device that allows a computer to send and receive data over a telephone line or a cable is :
A. Internet
B. Telephone
C. modem
D. Fax machine

Use the database below to answer **Question 3 and 4**

Customer No.	Company Name	Street Address	Town /City	Phone Number
H01	Fish and Chips Shop	Mandir Lane	Nausori	3255656
H02	Multipurpose Store	Salato Road	Suva	3659887
H03	Rohans Canteen	Sharps Street	Lautoka	6660488
G05	River Side Ltd	Waitui Road	Nadi	7456201
G102	Moon and Stars	Heavens Lane	Suva	3658923

3. How many **records** are shown in the above table?
A. 5
B. 6
C. 10
D. 30

4. The data type used for the field name - **Phone Number** is:
A. Numbers
B. Currency
C. Text
D. Auto Number

5. Which of the following is a collection of logically related fields?
A. Records
B. Database
C. Table
D. character

6. A great way to meet entirely new people that share the same interest is an advantage of :
A. Video Conferencing
B. Audio Conferencing
C. Telecommuting
D. Social Networking

7. Which of the following governs the typing of 'The Draft' of legal documents?
A. Erasures are most desirable
B. An uneven right hand margin should be used
C. Abbreviations are not used
D. Punctuations are not used.

Please continue to work on your IA project.

2.