

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 6
YEAR 13
OFFICE TECHNOLOGY

Instructions:

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

SHORT ANSWER QUESTIONS

1. What is a modern office? (1mark)
2. What is video conferencing? (1mark)
3. What is social networking? (1mark)
4. What is the function of virtual office? (1mark)
5. Name the machine used for power point presentation. (1mark)
6. Why is social networking important in communication? (1mark)
7. What is an expert system? (1mark)
8. Explain what the term “Resource Locking” means? (1mark)
9. Give an example of “Resource Locking”. (1mark)
10. What is a Database Management System? (1mark)
11. Explain the difference between a **content error** and a **structural error**? (2 marks)
12. Give two reasons for controlling access to a database. (2 marks)
13. List two responsibilities of a Database Administrator. (2 marks)
14. Explain the term **data dictionary**. (2 marks)