

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.

QUESTION 1

**LEGAL DOCUMENTS /
WORD PROCESSING**

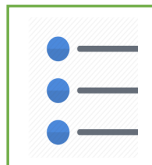
1. Define the following terms :
 - a) Specifications (1 mark)
 - b) Will (1 mark)
2. State at least four rules that will increase your speed and accuracy at the computer. (4 marks)
3. Differentiate between a Testimonium Clause and Attestation Clause. (2 marks)
4. Word Processing is a software used to create, edit, save and print text based documents such as letters, memos, reports and proposals.
After typing your documents, it is very important to proofread before printing.

Label the following icons that are used when proofreading your document.(4 marks)

I



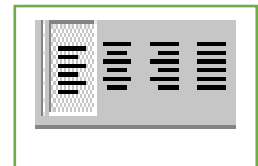
II



III



IV



QUESTION 2

USES OF INTERNET/ EMAIL

1. Define the following terms :
 - a) Server (1 mark)
 - b) Routers (1 mark)
2. Differentiate between :
 - a) Reply and Reply All (2 marks)
 - b) Cc and Bcc (2 marks)
3. Online Marketing has helped business owners in many ways.
State two benefits of online marketing (2 marks)
4. Describe one importance of a business plan. (3 marks)