

MINISTRY OF EDUCATION, HERITAGE & ARTS

YEAR 9 OFFICE TECHNOLOGY – Worksheet 7 - 2021

Instruction: Use your activity book to write the answers only.

Strand 1: General Office Technology

Short Answer Question

Match the terms in **List A** with the descriptions in **List B**. Write the letters of the descriptions from **List B** in the spaces provided beside the numbers 1 to 10 in your **Answer Booklet**. (10 MARKS)

List A	List B
1. Secretary	A. Computer programs that find websites.
2. Icons	B. Enables you to work smarter so that you get more done.
3. Insertion point	C. Typing of documents that are free of mistakes.
4. Search engines	D. Enables you to quickly find the right word with similar meaning.
5. Email address	E. Shows where data can be entered.
6. Accuracy	F. Process whereby information is exchanged.
7. Clarity	G. Is employed in an office to assist with the administrative tasks.
8. Time Management	H. Relationship between the people within and outside the organisation.
9. Communication	I. A simplified expression of a piece of reality.
10. Model	J. Similar to physical mail so that both the sender and recipient can communicate effectively.
	K. The document is easy to read.
	L. Graphics representations for a program or function.