

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 2
YEAR 9
OFFICE TECHNOLOGY

Instructions:

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

Multiple Choice Questions- Circle the letter which represents the **best** answer.

1. A computer system consists of four main components or parts and each part is responsible for the four major functions that constitute a computer. The parts are:
 - A. Components, functions, process and data
 - B. Storage ,device, process and components
 - C. Output, process, input and data
 - D. Input, process, output and storage
2. URL stands for
 - A. Unique Resource locator
 - B. Uniform Resource Letter
 - C. Uniform Review Locator
 - D. Uniform Resource Locator

Short Answer Questions

1. Differentiate between a title bar and task bar. (2 marks)
2. List the steps in saving a document. (3 marks)
3. Discuss **two** functions of an Operating system. (2 marks)
4. Explain **two** Operating System features that are common with Application programs. (4 marks)
5. Study the picture below and answer the questions that follow.



Source: Personal Collection

- i) Describe **one** advantage of using the office layout shown above. (2 marks)
- (ii) Describe an organisation that uses the above office layout and explain how it affects the flow of work. (3 marks)

Paragraph Writing

1. In a paragraph of **approximately 50-80 words**, discuss five skills used in office technology which can be applied in other technical areas as well. (5 marks)
2. In a paragraph of **approximately 50-80 words**, discuss five types of visual aids used in presentations. (5 marks)