

MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 3
YEAR 9
OFFICE TECHNOLOGY

Instructions:

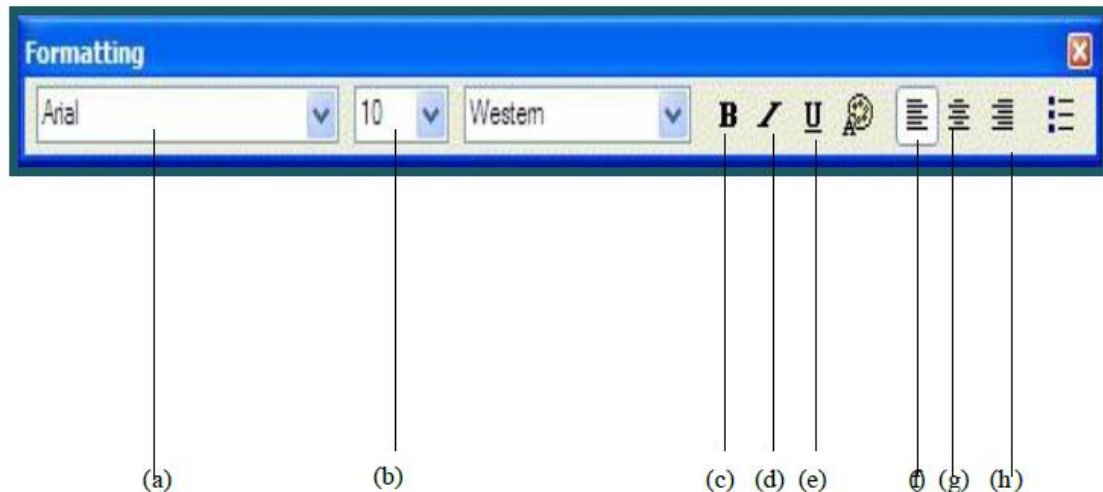
Write all your answers in the activity book. Please do not write the questions.

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

1. An abbreviated symbolic writing method that increases speed and brevity of writing is called
A. long form. C. short form.
B. longhand. D. shorthand.
2. **One** way of accessing internet is to be connected to a
A. multimedia. C. printer.
B. keyboard. D. modem.

Short Answer Questions

1. Explain **one** disadvantage of using information from the internet. (2 marks)
2. Explain the purpose of Google search engine. (2 marks)
3. What machines do stenographers use to turn their notations into readable text? (1 mark)
4. Explain the acronym WYSIWYG. (2 marks)
5. **Study the formatting toolbar below and answer the question that follow:**



- Label the formatting tools (a) to (h). (8 marks)
6. Explain why GUI is user friendly. (2 marks)