

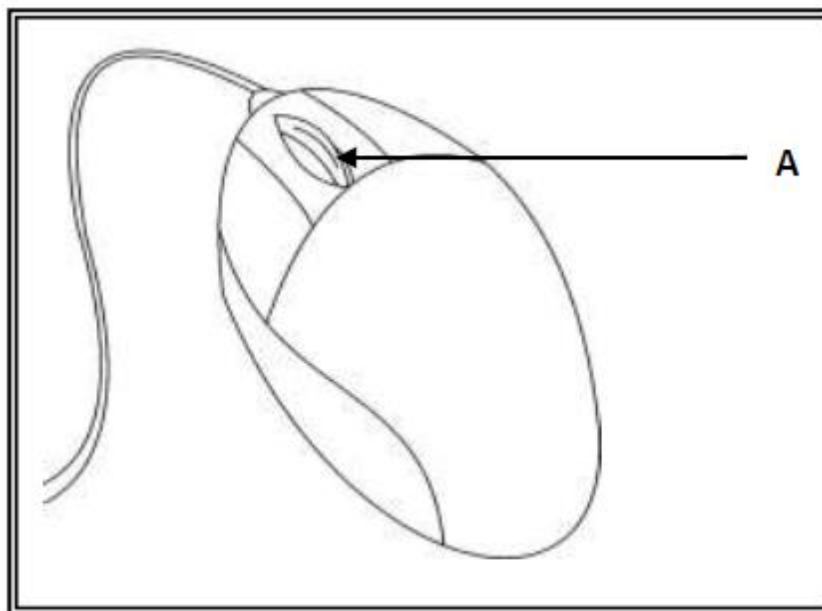
MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 5
YEAR 9
OFFICE TECHNOLOGY

Instructions:

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

Short Answer Questions

1. Study the diagram shown below and answer the questions that follow.



- (i) Explain the function of the device shown above. **(2 marks)**
- (ii) Explain how the part labelled A is used. **(2 marks)**
2. Explain **one** skill learnt in Office Technology that can be applied to other areas of study. **(2 marks)**
3. Explain how the secondary school students can effectively use the internet for learning. **(2 marks)**
4. Explain **one** disadvantage of getting information from the internet. **(2 marks)**
5. Explain how the receptionist should greet personal callers. **(2 marks)**
6. Differentiate between a duplicating machine and a photocopying machine. **(2 marks)**