MINISTRY OF EDUCATION, HERITAGE & ARTS

2021 WORKSHEET 8

YEAR 9

OFFICE TECHNOLOGY

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

I)   **Matching**

Match the terms in **List A** with the descriptions in **List B.** write your answer on the answer column

	List A	Answer		List B
A	General purpose program		1.	Graphics representation for a program or function
B	Storage devices		2.	Example, barcode reader
C	Input devices		3.	Known as open plan
D	Conventional layout		4.	Example, hard drive, disc etc.
E	Icons		5.	Otherwise known as closed plan
			6.	Also known as basic
			7.	E.g, printer, monitor

Labelling

Write the correct name of each devices showing below

	Devices	
1		2.
Names		
3.		4.
Names		
5.		Name: