

**MINISTRY OF EDUCATION, HERITAGE & ARTS**  
**2021 WORKSHEET 5**  
**YEAR 11**  
**OFFICE TECHNOLOGY**

**Instructions:**

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

**Short Answer Questions**

1. What is a Traditional Office? **(2 marks)**
2. List the two commonly used methods of workflow. **(2 marks)**
3. Describe the function of the *Quick Access Toolbar*. **(2 marks)**
4. Differentiate between the *Save* and *Save As* commands. **(2 marks)**
5. Presentations can be viewed in a variety of manners.  
Identify three types of slide views. **(3 marks)**
6. List the steps one would follow to launch MS PowerPoint. **(3 marks)**
7. Discuss three responsibilities of an employee. **(3 marks)**
8. State one purpose of using power point presentations. **(1 mark)**
9. Describe how 5 R's contributes to the effectiveness of an  
organisation. **(5 marks)**