

**LABASA SANGAM(SKM) COLLEGE**

**DEPARTMENT OF COMPUTER STUDIES /OFFICE TECHNOLOGY**

**WORKSHEET 1**

**OFFICE TECHNOLOGY YEAR 10-2021**

**QUESTION 1**

**MATCHING**

Match the terms in **List A** with the descriptions in **List B**. Write the letters of the descriptions from **List B** in the spaces provided beside the numbers 1 to 10 in your **Answer Booklet**.

**List A**

1. Hazard \_\_\_\_\_
2. Spreadsheet \_\_\_\_\_
3. Answering machine \_\_\_\_\_
4. Electronic mail \_\_\_\_\_
5. Operators \_\_\_\_\_
6. External customers \_\_\_\_\_
7. Background colours \_\_\_\_\_
8. Gestures \_\_\_\_\_
9. Feedback \_\_\_\_\_
10. Foreground colours \_\_\_\_\_

**List B**

- A. Movement of part of the body especially a hand or the head to express an idea or meaning.
- B. Used when you draw a filled shape
- C. Anything which has the potential to cause injury or illness.
- D. A response to a message.
- E. Allows calls to be received at any time.
- F. Messages are composed on a computer screen and the recipient records the message on screen.
- G. It is software that lets you enter starting values and the formulas to carry out operations.
- H. These are people from outside your business.
- I. Signs like plus and minus.
- J. All lines and outlines that make up a drawing.
- K. The processing of a message into readable form.
- L. Computer stores all the lines and shapes that make up an image.

## QUESTION 2      SPREADSHEET/ ELECTRONIC MAILS

a) Identify parts of the spreadsheet given below

The screenshot shows a spreadsheet application window. The spreadsheet has columns A through F and rows 1 through 9. The data is as follows:

|   | A             | B      | C        | D      | E               | F |
|---|---------------|--------|----------|--------|-----------------|---|
| 1 | Expenses      | May    | June     | July   | Average         |   |
| 2 | Rent          | \$ 250 | \$ 300   | \$ 200 | =AVERAGE(B2:D2) |   |
| 3 | Water         | \$ 100 | \$ 150   | \$ 100 | \$ 117          |   |
| 4 | Electricity   | \$ 150 | \$ 200   | \$ 150 | \$ 167          |   |
| 5 | Groceries     | \$ 200 | \$ 250   | \$ 200 | \$ 217          |   |
| 6 | Entertainment | \$ 100 | \$ 150   | \$ 50  | \$ 100          |   |
| 7 | TOTAL         | \$ 800 | \$ 1,050 | \$ 700 |                 |   |
| 8 |               |        |          |        |                 |   |
| 9 |               |        |          |        |                 |   |

Callouts in the image:

- (i) points to cell E2, which contains the formula `=AVERAGE(B2:D2)`.
- (ii) points to cell F5, which is empty.
- (iii) points to the 'Budget' sheet tab in the bottom-left corner.
- (iv) points to the formula bar at the bottom, which shows `=AVERAGE(B2:D2)`.

b) Using the above diagram, what is the formula in cell D7?

c) What is the cell name that has the value “50”?

d) Briefly explain the steps for entering a formula.

