

NAME:

LABASA SANGAM SKM COLLEGE

2021 COVID WORKSHEET

YEAR 13C OFFICE TECHNOLOGY

INSTRUCTIONS

- 1. USE THE FIRST 2 WEEKS TO WORK ON YOUR REVISED PROJECT***
- 2. SIMPLY READ YOUR NOTES THOROUGHLY***
- 3. READ THE QUESTIONS CAREFULLY***

WEEK 3: 14.06.21 – 18.06.21

SECTION: A

MULTIPLE-CHOICE

1. A wireless handheld device that allows users to make calls and send text messages, among other features is known as
 - A. facsimile
 - B. mobile phone
 - C. multimedia
 - D. microphone
2. The data source document in mail merge contains
 - A. The recipients information
 - B. A collection of related information
 - C. A specific piece of information about a person
 - D. The information that will be the same for each recipient.
3. A database is a collection of logically related _____.
 - A. tables
 - B. forms
 - C. files
 - D. queries
4. The mail merge feature that allows you to search for a specific recipient is known as

NAME:

- A. filter.
 - B. find recipient.
 - C. find duplicate.
 - D. validate address.
5. The internet is a means of connecting a computer to any other computer anywhere in the world via dedicated routers and _____.
- A. Internet protocols
 - B. routers
 - C. servers
 - D. computers
6. The technology that allow workers to access it and able to choose a time and place that is available and open on everyone's schedule is
- A. Office calendar
 - B. Technological calendar
 - C. Green calendar
 - D. Electronic calendar
7. In the mail merge process, which of the following allows you to insert the salutation?
- A. Greeting line
 - B. Address block
 - C. Recipient list
 - D. Signature line
8. Which of the following is the correct order of data classification?
- A. record→field→char→file→database
 - B. file→field→record→file→char
 - C. database→char→record→file→field
 - D. Char→field→record→file→database
9. When using emails, rules for writing email messages that should be followed so that messages are easily understood by the recipient is known as?

NAME:

- A. Email standards
- B. Email rights
- C. Email etiquette
- D. Email program

10. Another term for zipped file in email is

- A. archived.
- B. collected.
- C. distributed.
- D. compressed.