

NAME:

LABASA SANGAM SKM COLLEGE

2021 COVID WORKSHEET

YEAR 12B OFFICE TECHNOLOGY

INSTRUCTIONS

1. SIMPLY READ YOUR NOTES THOROUGHLY

2. READ THE QUESTIONS CAREFULLY

3. WRITE YOUR ANSWERS IN YOUR ACTIVITY BOOK

WEEK 1: 31.05.21 – 04.06.21

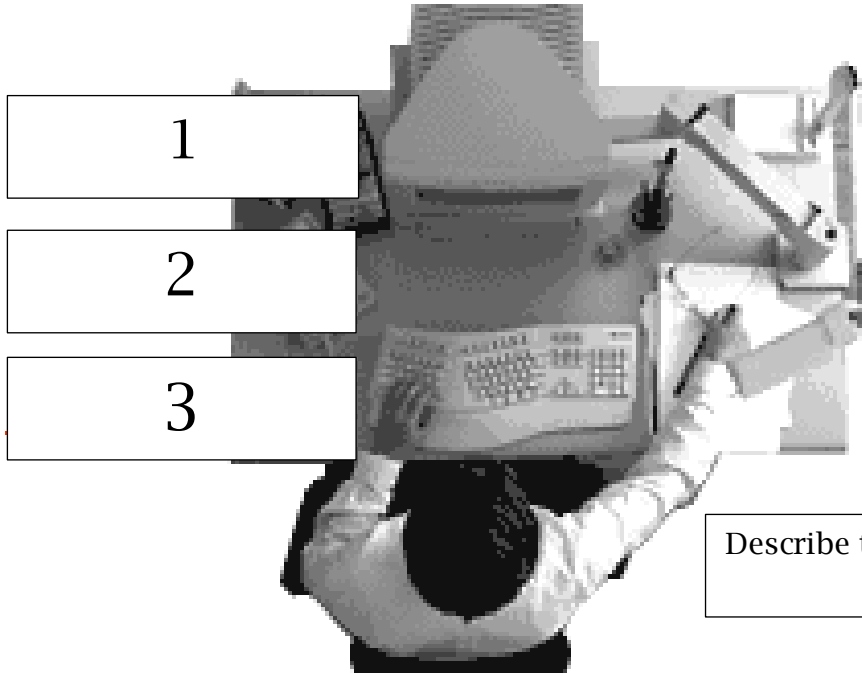
SHORT ANSWER QUESTIONS

QUESTION 1

OFFICE AND EQUIPMENT/HAZARD

- A. Describe the following terms:
 - (i) Disaster Risk Management.
 - (ii) Emergency Action Plan.
- B. Describe **one way** users produce photocopier waste.
- C. State **two** types of printer fax machines.
- D. Study the picture below and answer the questions that follow

NAME:



E. Differentiate between adaptation and mitigation.

QUESTION 2

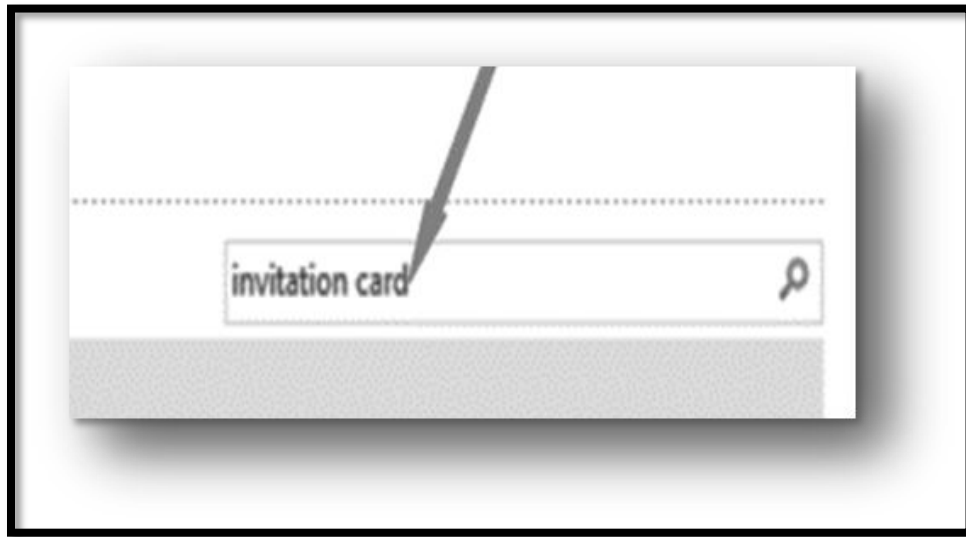
COMPUTER CONCEPT AND SKILLS

A. Define the following terms:

- (i) Booklets
- (ii) Brochure

B. Study the picture below and answer the questions that follow

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Describe the part of MS Publisher shown above.

- C. Briefly describe two unauthorized changes to private files.
- D. State one method of creating a publication with MS Publisher.
- E. Describe **one** way to prevent unauthorized access to files.
- F. Briefly explain the function of Desktop Publishing.