

NAME:

LABASA SANGAM SKM COLLEGE

2021 COVID WORKSHEET

YEAR 11B OFFICE TECHNOLOGY

INSTRUCTIONS

1. SIMPLY READ YOUR NOTES THOROUGHLY

2. READ THE QUESTIONS CAREFULLY

3. WRITE YOUR ANSWERS IN YOUR ACTIVITY BOOK

WEEK 2: 07.06.21 – 11.06.21

ESSAY WRITING

QUESTION 1

OFFICE AND EQUIPMENT

“The employees play an important role in deciding the culture of the workplace.”

With reference to the above statement discuss how application software’s help workers with the following guidelines:

- Three roles of employees
- Three responsibilities of an employee
- Three rights of an employee

QUESTION 2

USE OF INTERNET

“Cybercrime is a criminal activity that involves unlawful access to the computer system.”

With reference to the above statement discuss how the internet helps the society with the following guidelines:

- Three causes of phishing
- Three prevention measures against phishing.
- Three security measures against cybercrime.