

LABASA SANGAM (SKM) COLLEGE

OFFICE TECHNOLOGY-YEAR9

COVID WORKSHEET 1-2021

1. Which of the following is an example of output device?

- A. printer
- B. bar code reader
- C. keyboard
- D. mouse

2. The device below is used for



- A. controlling device
- B. checking the details of items in stock
- C. printing the output
- D. input data

3. Ctrl and Alt key on the keyboard is an example of

- A. alphanumeric key
- B. punctuation key
- C. special key
- D. numeric key

4. A **feature** of the monitor is that it

- A. looks like a TV screen.
- B. is an output device.
- C. is an input device.
- D. displays data.

5. Which of the following terms refer to the turning on of the computer and having the operating system loaded?

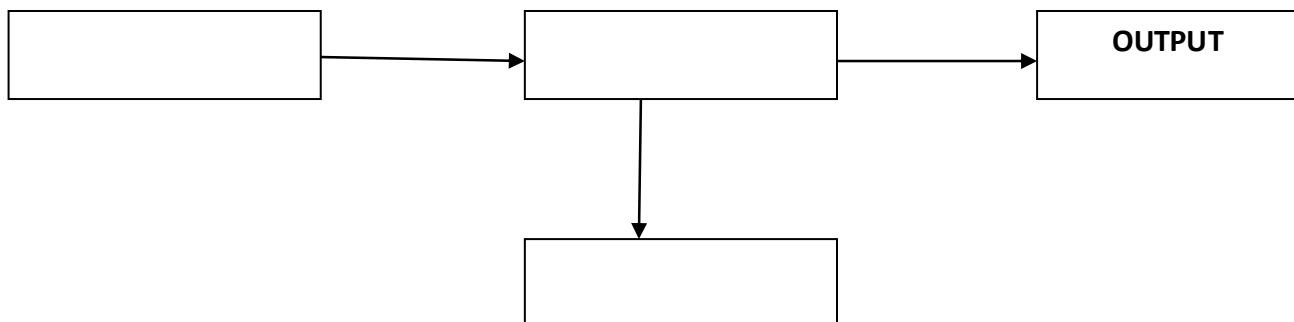
- A. Booting
- B. Memory
- C. Start-up
- D. Operation

6) Study the diagram shown below and answer the questions that follow



The picture above is found at the bottom page of the google search windows.

- a) Explain what does the number represent?
 - b) Explain **one** skill learnt in Office Technology that can be used or applied to other area of study?
 - c) State **two** advantages of Internet.
 - d) Explain how the secondary school students can effectively use the internet for learning?
 - e) Explain one disadvantage of getting information from the internet?
7. Write down 2 steps in becoming an efficient secretary?
8. Complete the following diagram to show the flow of information .



9. In a paragraph, discuss **three functions** of an office and describe **two effects** of climate change in the office.
10. **Typing is a skill that is used in many careers so improving your speed is a necessity if you want to be more proficient in your job.**
In a paragraph, discuss **five steps for accuracy and speed.**