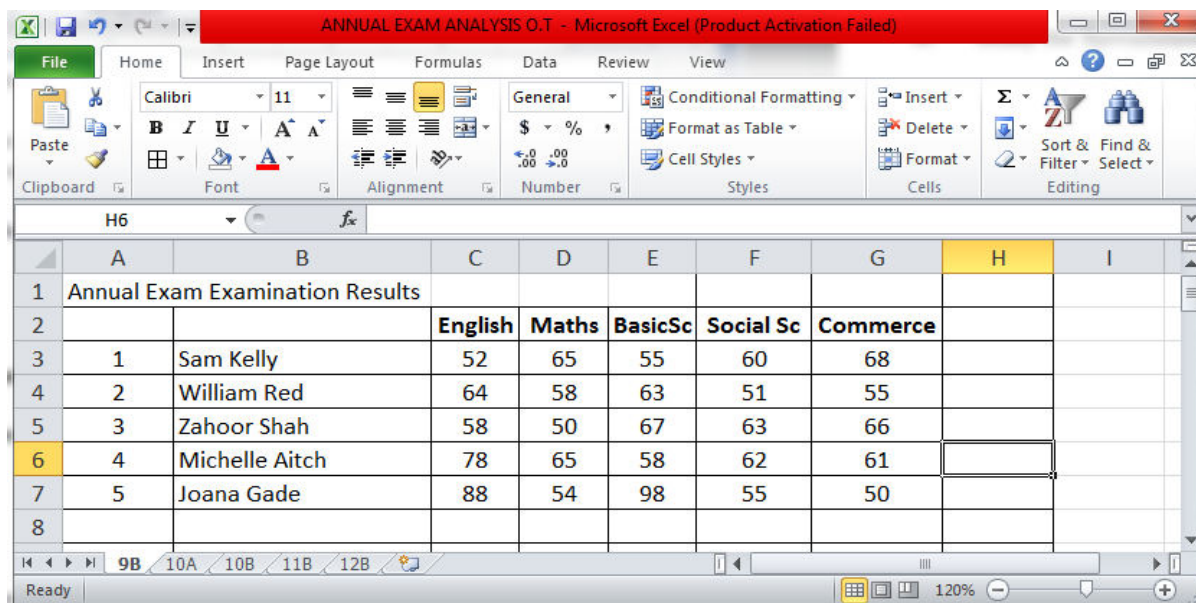


LABASA SANGAM(SKM) COLLEGE
COVID HOMESTUDY WORKSHEET 2
OFFICE TECHNOLOGY YEAR 10 – 2021

Q1.

- a. Office workstation should be well designed to operate well planned and organized procedures. Briefly explain two examples of good design.
- b. Green office is a practical environment management system for offices. State two reasons to become a green office.
- c. Study the Spreadsheet below and answer the questions that follow



	A	B	C	D	E	F	G	H	I
1	Annual Exam Examination Results								
2			English	Maths	BasicSc	Social Sc	Commerce		
3	1	Sam Kelly	52	65	55	60	68		
4	2	William Red	64	58	63	51	55		
5	3	Zahoor Shah	58	50	67	63	66		
6	4	Michelle Aitch	78	65	58	62	61		
7	5	Joana Gade	88	54	98	55	50		
8									

- (i) State the name of the worksheet.
- (ii) State the total number of worksheet.
- (iii) Identify a label.
- (iv) If Joana's marks were to be calculated, in which cell would her total be entered?
- (v) Write the steps for calculating Sam Kelly's **total mark** using the appropriate **function**.

Q2.

- a. Mary has opened an email and she wants to forward that message to a work mate. State the steps to help her forward the message.
- b. In a paragraph, discuss **five reasons** why we need to implement 5R in our life.

THE END