

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 1: 31.05.21 – 04.06.21

SHORT ANSWER QUESTIONS

QUESTION 1

OFFICE AND EQUIPMENT

A. Define the following terms:

- (i) Office layout chart
- (ii) Flow process chart

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



Source 1: Year 11 Office Technology Textbook

- (i) Name the two office machines shown above.

NAME:

(ii) Describe the two office machines shown above.

C. State the three areas of operation you will need to be trained in to carry out office operations.

D. Identify the work zone that facilitates teams to discuss and design.

QUESTION 2 USING APPLICATION SOFTWARE

A. Define the following terms:

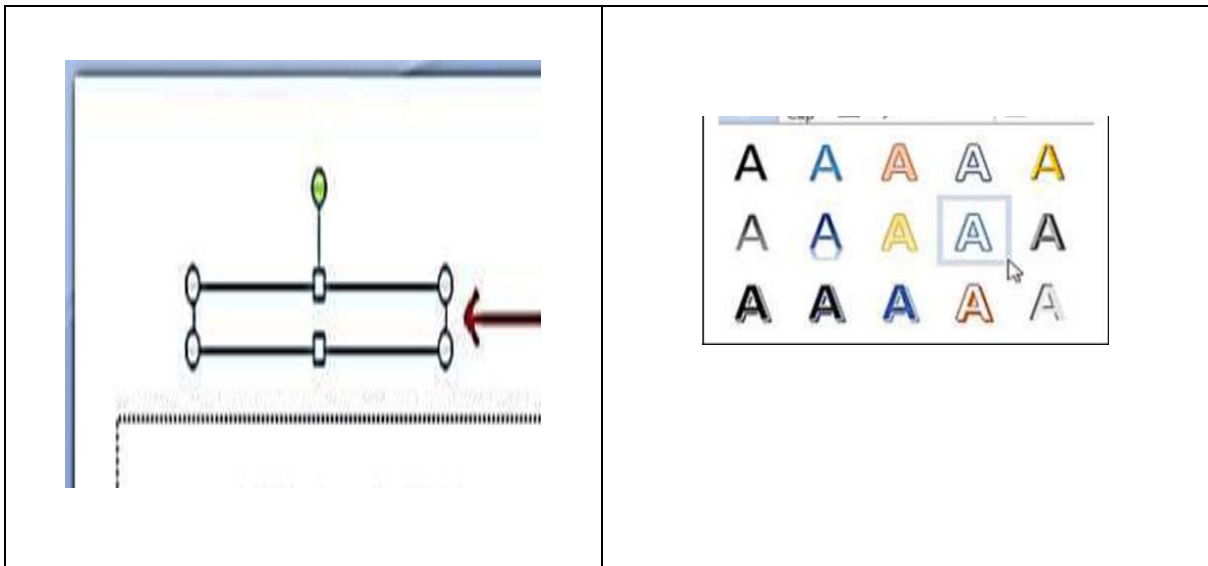
(i) Presentation

(ii) Ribbon

B. Describe **the quick access toolbar** of any Microsoft program.

C. Differentiate between Save and Save As.

D. Name the parts shown below in your Answer Booklet.



E. Differentiate between formula and function.