

**LABASA SANGAM(SKM) COLLEGE**  
**COVID HOMESTUDY WORKSHEET 2**  
**OFFICE TECHNOLOGY YEAR 9 – 2021**

Use your notes and text book to answer the following questions at the back of your exercise book:

Q1: Match the terms in LIST A with the description in LIST B by drawing lines.

LIST A			LIST B	
1		Shorthand	A	A trained professional whose work involves transcribing.
2		Monitor	B	Invention of telephone
3		Duplicating machine	C	Administrative assistants
4		Barcode reader	D	Electronic device for reading printed barcode
5		Hardware	E	Data that is organized
6		Stenographer	F	Writing of signs of sounds
7		Alexander Graham Bell	G	Stenography machines
8		Secretaries	H	Presents visual images of text and graphics
9		Stenotypes	I	Is the physical component of the computer
10		Information	J	Replace by the photocopier machine

Q2.

a) Define the following terms:

- i) Stenotype
- ii) Secretaries

b) Discuss 2 importance of Office Technology

c) List two problems encountered by students taking office technology

d) Discuss two steps of becoming an efficient and organized secretary

e) Briefly explain why secretaries use modern office equipment in their everyday work

## WRITING

In a paragraph discuss any five ways of conserving energy in the office environment

THE END