### 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 3: 14.06.21 – 18.06.21

#### SECTION A MULTIPLE CHOICE

Circle the best answer.

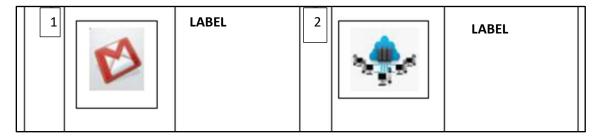
- 1. A global system of interconnected computer networks that use the internet protocol suite is known as
  - A. Network
  - B. Websites
  - C. Internet
  - D. Email
- 2. In which year was the internet born?
  - A. 1960
  - B. 1970
  - C. 1980
  - D. 1990
- 3. Search engine helps users locate information on the web, an example of a search engine is
  - A. Firefox
  - B. Google
  - C. Safari
  - D. Chrome

4.	In email, added files are commonly known as
	A. Signatures
	B. Attachments
	C. Email addresses
	D. Subject
5.	An advantage of using the internet is that it
	A. Stops children from going out
	B. Encourages negative activities
	C. Promotes violence
	D. Downloads music and video faster
6.	How many parts does an email message have?
	A. 1
	B. 2
	C. 3
	D. 4
7.	In email, the "paper clip" is the icon for
	A. Recipient's address
	B. Subject
	C. Signature
	D. Attachments
8.	Cloud storage is the act of saving information in cloud servers, an example of cloud storage
	is
	A. Hard drive
	B. Google drive
	C. USB drive
	D. CD Drive
9.	A cyber-crime that damages or destroys data rather than stealing is known as
	A. Software piracy
	B. Hacking
	C. Cyber terrorism
	D. Computer vandalism

- 10. A software that identifies and removes computer viruses is known as
  - A. Antivirus software
  - B. Authentication
  - C. Firewall
  - D. Data backup

## SECTION B SHORT ANSWER QUESTIONS

- A. State the one type of authentication
- B. Identify two causes of phishing
- C. Differentiate between a hacker and a cracker.
- D. Label the icons shows below

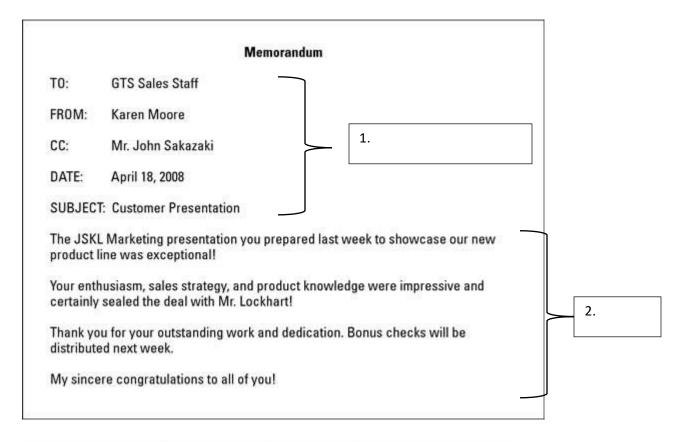


- E. Describe two uses of the internet.
- F. State two example of electronic commerce(e-commerce)
- G. Name the parts of the URL shown below.



H. Differentiate between webcasts and podcasts in relation to delivering media content.

I. Identify the different parts of the memorandum below.



# In short, for a Business Memo . . .

- Use block format (no indents).
- Single space the text.
- Use 10 or 12 point font size.
- Business may require use of letterhead.
- Margins may vary, depending on letterhead style of if letterhead has a business address side bar, as this example shows.

#### **BODY OF THE MEMO**

- Memorandum (heading)
- To:
- From:
- Reference or Subject:
- Start the introduction or provide an executive summary (depending on type of memo). You do not necessarily have to label this part.
- Present main body of the memo with labeled parts.
- You may provide some indication of the end of the memo (END)

## J. Identify the different parts of the letter below.

