NAME:

YEAR 12B OFFICE TECHNOLOGY

INSTRUCTIONS

1. SIMPLY READ YOUR NOTES THOROUGHLY

2. READ THE QUESTIONS CAREFULLY

3. WRITE YOUR ANSWERS IN YOUR ACTIVITY BOOK

<u>WEEK 3: 14.06.21 – 18.06.21</u>

SECTION: A   **MULTIPLE-CHOICE**

1.   The office equipment that has an out of paper reception allowing it to receives and stores the fax when the fax machine is out of paper is called
- A. Printer
- B. Scanner
- C. Fax machine
- D. Computer

2.   Which of the following is a type of Printer Fax Machine?
- A. Inkjet
- B. Copier
- C. Portable
- D. Fax copy

3.   Using a trolley to shift items is a remedial action of manual handling. Manual Handling is part of
- A. Chemical hazard
- B. Behavioral hazard
- C. Physical hazard
- D. Work hazard

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4.Microsoft has produced an internet keyboard with _____ - key layout.

    A. 103

    B. 104

    C. 105

    D. 106

5. There are several different views that you can use for Gmail. These views affect the spacing between each email in your inbox. They are known as:

    A. Comfortable, Cozy, Relaxed

    B. Cozy, Suitable, Contented

    C. Suitable, Relaxed, Cozy

    D. Comfortable, Cozy and Compact

6. Which of the following allows the computer to perform different types of tasks with the same ease?

    A. Versatility

    B. Accuracy

    C. Reliability

    D. Speed

7.When setting up your work zone, which of the following is known to access seldom?

    A. Primary work zone

    B. Secondary work zone

    C. Tertiary work zone

    D. Main work zone

8.Which of the following is the perfect method of identification and authentication?

    A. Password

    B. Biometric security devices and systems

    C. Firewall

    D. Virus attack

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9. The computer's setting that enables a user to add a device is known as

   A. System and Security

   B. Network and Internet

   C. Hardware and Sound

   D. Programs

10. The practice of using a network of remote servers hosted on the internet to   store, manage and process data is known as?

   A. Virtual memory

   B. Floppy disk

   C. Memory card

   D. Cloud computing

SHORT ANSWER QUESTIONS

A.   Define the following terms:

   (i)   Virus Attack

   (ii)   Data integrity.

B.   Study the picture below and answer questions that follow

Describe the two storage devices shown above.

C. Differentiate between incremental backup and differential backup.

D. Describe virtual memory in relation to back-up.

E. State two details you can get from System properties.