

PENANG SANGAM HIGH SCHOOL

YEAR 11

OFFICE TECHNOLOGY

WORKSHEET 2

**QUESTIONS**

**Section A**

**Multiple Choice**

1. A Guillotine
  - A. Works similar to a photocopier
  - B. Can reproduce information similar to a Risograph
  - C. Performs similar functions to that of a shredder
  - D. All of the above
2. The key that is used to stop the slide show during presentation is
  - A. End.
  - B. Escape.
  - C. Delete.
  - D. Backspace.
3. Which of the following is the protocol in the URL <http://www.officetech.gov.fj/index.html>?
  - A. http
  - B. gov.fj
  - C. www
  - D. officetech
4. The process of transferring information from a remote computer to the computer one is using is called
  - A. Uplink.
  - B. Downlink.
  - C. Uploading.
  - D. Downloading.
5. Secret words or phrases used to gain access to a computer system are called
  - A. Encryption
  - B. Crackers
  - C. Passwords
  - D. Codes
6. MS Excel eliminates the use of
  - A. calculators.
  - B. shorthand.
  - C. typewriters.
  - D. Filing cabinets

1. Presentations can be viewed in a variety of manners.

Identify one type of slide views.

2. Explain how a personnel in the workforce uses power-point presentation as part of their work.

3. Discuss how to include video clips in the presentation.

4. Define the following terms:

(a) scanner

(b) renewable energy

5. Study the illustration below and answer the questions that follow.



Source: <https://www.google.com>

(a) Explain the **symbol** in the illustration given.

(b) Discuss how the illustration contributes to the conservation of energy in an office environment.

THE END ☺