

SANGAM SKM COLLEGE – NADI

YEAR 9 OFFICE TECHNOLOGY WORKSHEET

WEEK 2

SOLUTION

1. Identify the equipment's that were used before the invention of computers and photocopying machine.

Typewriter, Stenotype, Antique Copying Machines

2. Differentiate between Stenographer and Shorthand.

Shorthand is abbreviated symbolic writing method whereas stenographer is trained professional who uses shorthand to increase speed and brevity of writing.

3. Explain why the Qwerty keyboard layout was invented.

To increase typing speed and jamming of keys.

4. How were the keys in a mechanical typewriter located?

Keys were located alphabetically.

5. Define the term computer.

A Computer is an electronic device that accepts input data, processes data, stores data and produces output into useful information.

6. Differentiate between hardware and software, provide three examples.

Hardware refers to the physical equipment, which makes up a computer system such as monitor, keyboard, processor, printer whereas software is set of instruction, such as MS Word, MS Excel, MS PowerPoint.

7. Explain the three main components of a computer system.

Input, process and output

8. State some of the problems encountered by Student taking OT as a subject.

- **Not enough computers for everyone to use in school.**
- **New computers are very expensive to buy.**
- **There is no internet connection in some rural schools.**
- **Internet connection in the Office Technology laboratory is very slow.**

9. State some of the problems encountered by Office worker.

- **Reduces work force, meaning the use of modern office equipment like computers and photocopiers will eventually make work easier, faster and much more efficient.**
- **Working as a receptionist or secretary is always referred to as a woman's job so not many men choose to become one.**
- **Very challenging as different types of customers visit the office each day.**

10. State some of the skills that you will be helped by if you take OT as a subject.
- **Good standard of written and oral communication**
 - **Competency in Microsoft Word and email systems**
 - **Good organizational, record keeping and people skills**
 - **Ability to identify, prioritize, complete and delegate tasks appropriately to meet deadlines**
 - **Ability to function as a key player in a team, providing and following leadership where required**
 - **Ability to effectively implement to organization's administration and management requirement.**
11. List down the steps of becoming an efficient secretary.
- **Always be on time.**
 - **Always be ready to answer unexpected questions**
 - **Always know your boss's schedule.**
 - **Be ready to answer phone calls.**
12. Identify some of the work performed by secretaries in an office.
- **plan meetings,**
 - **organize data using spreadsheet and database management software,**
 - **interact with clients, vendors, and the general public,**
 - **supervise the office and other staff,**
 - **handle purchasing and**
 - **even train other workers.**
13. Explain how having computer knowledge can benefit secretaries.
- Processing of documents can be done fast and in a efficient manner.**
14. List down three career paths an OT student can choose.
- **Administrative assistants**
 - **Office managers**
 - **Administrators**
 - **Administrative coordinators**
 - **Executive secretaries**
 - **Office assistants.**

15. Paragraph writing

Write a paragraph of about **50-70 words** to answer the question.

- Discuss how work was carried out by the secretaries in the olden days when there was no computers.
- **Took dictation as “scribes**
- **Performing stenographic duties**
- **Maintained account books**
- **Typewriters were used for typing.**