

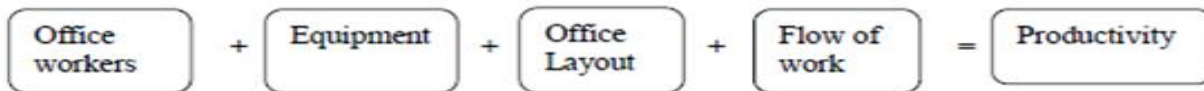
SANGAM SKM COLLEGE- NADI
YEAR 11 OFFICE TECHNOLOGY-2021
COVID-19 WORKSHEET WK-2

1. Define the following terms:

a) Office layout chart – **An office layout chart shows the location of office workers and the way work moves from one person to another.**

b) Data projector - **is a projection device that takes a signal output by a computer and projects an image onto a projector screen via a lens system.**

2. Study the equation given below and answer the questions:



a) State **one** reason why we have the above equation related? **it is related by the workers and you need equipment's and the layout and also need space to get more production.**

b) What will be the outcome of the equation if one of its components is removed?

- **The production will be slow**

- **Less production etc**

3. Briefly explain the following in terms of modern office:

(i) Greenpower - **It is a electricity that is generated from renewable source of energy such as sun, wind etc**

(ii) Binder- **to bind together document** for future use.

(iii) Ergonomics - **create modern office furniture and technology to prevent getting injured.**

QUESTION 2 **POWERPOINT PRESENTAION**

1. Define the following terms:

i) Slide sorter - **view allows you to see all your slides at once whereas slide show is the presentation as your audience will it.**

ii) Transition - **it is a animation between two slides**

1. List the steps to add transitions between slides in PowerPoint Presentation - **Select the slide you want to add a transition to.**

Select the Transitions tab and choose a transition

2. What is the purpose of using the Animations ribbon?

Animations include special visual and sound effects that is used to make presentation more lively

ESSAY WRITING

To carry out the operations effectively in an office, every worker needs to be trained on specific areas of the job.

With reference to the above statement, discuss **three** ways of managing office functions in relation to:






- Using of office equipment
- Understanding the processes involved
- Communicating within the office and with customers and suppliers

Answer







- **Operate office equipment correctly,**
 - **Photocopy documents,**
 - **Use the telephone systems,**
 - **Bind documents,**
 - **Use the computers / word processors, Handle, process and retrieve documents.**

○

Understand the process involved:

-  Identifying and solving everyday problems,
-  Implementing the correct solutions,
-  Completing forms,
-  Making invoices,
-  Ordering office supplies.

Communicating effectively within the office and customers and suppliers:

-  Know the hierarchical structure of the organization,
-  Know who is responsible for which section of the business,
-  Know the products and services of your organization,
-  Know the methods of using verbal and non verbal communications,
-  Know how to handle difficult customers,
-  Organize meetings / travel arrangements.