

SUVA SANGAM COLLEGE

YEAR 10

OFFICE TECHNOLOGY

WORKSHEET 3

Strand 1	GENERAL OFFICE TECHNOLOGY
Sub-Strand	Office and Equipment
Reference from Text	Pg. 13 - 20

Questions

No .	CONCEPT IN BRIEF: Office and Equipment
1.	a) What is a printer? b) List five functions of a printer.
	CONCEPT IN BRIEF: Office and Equipment
2.	a) What is Green Office b) Identify three reasons to become a Green Office.
	CONCEPT IN BRIEF: - Office and Equipment
3	a) List and discuss the 5R concept.