

**SUVA SANGAM COLLEGE**

**YEAR 9**

**OFFICE TECHNOLOGY**

**WORKSHEET 5**

Strand 2	<b>COMPUTER CONCEPTS AND SKILLS</b>
Sub-Strand	<b>Using Application Software</b>
Reference from Text	Pg. 21 - 25

**Questions**

<b>No.</b>	<b>CONCEPT IN BRIEF: Using Application Software – Major Functions and Parts</b>
1.	a) Define <b>input devices</b> and give two examples of it. b) Define <b>output device</b> and give two examples of it.
	<b>CONCEPT IN BRIEF: Using Application Software – Major Functions and Parts</b>
2.	a) What is a <b>system unit</b> ?
	<b>CONCEPT IN BRIEF: - Using Application Software – Major Functions and Parts</b>
3	a) Define <b>software</b> ? b) Define <b>software suites</b> ? c) Name the two categories of software.