


**SUVA SANGAM COLLEGE**

**YEAR 13**

**OFFICE TECHNOLOGY**

**WORKSHEET 11**

**Questions:**

No.	
1.	<p>a) Define the following terms:</p> <ul style="list-style-type: none"><li>i. virtual office</li><li>ii. social networking</li></ul> <p>b) State two disadvantages of using centralized records in a large organisation.</p> <p>c) Differentiate between web conferencing and audio conferencing.</p>
2.	<p>a) Define the following terms:</p> <ul style="list-style-type: none"><li>i. Itinerary</li><li>ii. time management</li></ul> <p>b) Explain one mode of payment for business trips.</p> <p>c) State the importance of the key field in database.</p> <p>d) Describe one responsibility of a Database Administrator.</p>
3.	<p>a) State one advantage of video conferencing.</p> <p>b) Study the picture given below and answer the questions that follow:</p> <div data-bbox="634 1255 1190 1656"></div> <ul style="list-style-type: none"><li>i. Define business plan.</li><li>ii. State <b>one</b> cause of business failure.</li></ul>