Suva Sangam College

Year 13

Office Technology

Worksheet 9

Strand 2	**COMPUTER CONCEPTS AND SKILLS**
Sub- Strand	**Use of Internet**
Reference from text	Pages: 35 - 46

Questions:

No.	**CONCEPT IN BRIEF: Word Processing**
1.	a) Define Internet? b) Identify 3 areas where internet is used. c) State two advantages of using internet.
	CONCEPT IN BRIEF: Word Processing
2.	a) State three disadvantages of using internet. b) Define email? c) What are Zip files. d) Define the term" password".
	CONCEPT IN BRIEF: Word Processing
3.	a) State three advantages of using e-mail b) State three disadvantages of using e-mail. c) Identify three benefits of online marketing. d) State three advantages of online marketing.