

SANGAM SKM COLLEGE- NADI
YEAR 12 OFFICE TECHNOLOGY-2021
WORKSHEET WEEK-2

1. Define the term hazard?
2. Give one responsibility of employer in regards to OHS?
3. Give one responsibility of employee in regards to OHS?
4. Study the picture below and answer questions that follows:



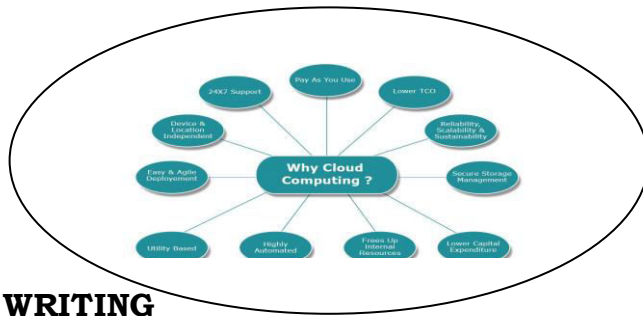
- a) Identify two risks in the pictures?
- b) Identify the remedial action of the above risk?
- c) Name the hazards of the risk identified in your answer in (a)?
5. Describe the occupational overuse syndrome (OOS) and how it is caused?
6. Define mechanization?
7. Two objective of mechanization are improving quality of work and reduction of fraud. Explain the underline objective?
8. List one advantage and one disadvantage of mechanization?
9. Explain the **functions** of the following office equipments below:
 - a) Binding machine
 - b) Multimedia projector
10. How can **paper waste** be reduced in the office. Give two(2) ways?
11. Explain ways to maintain these following equipments below:
 - a) Photocopier -
 - b) Laminationg Machines -
12. Two features of computer are speed and accuracy. What does accuracy mean in this statement?
13. After using office equipment, it is important thay you leave the area of work exactly as you found. Explain and give two reasons why this should be done?

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WORKSHEET WEEK-3

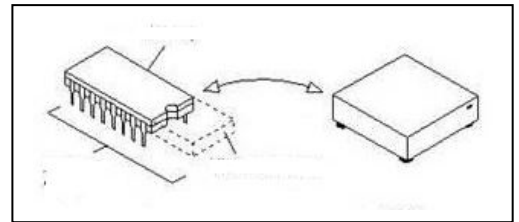
1. What is DATA INTEGRITY?
2. Explain the two threats to the integrity of data below:
 - i) Virus Attack
 - ii) Natural Disaster
3. Explain the term “BACK UP”?
4. Differentiate between USB flash drive and an optical disk?
5. A **incremental Backup** provides a back up or files that have changed or are new since the last incremental backup. Give one advantage and disadvantage of this kind of file?

6. Name the two types of storing back up devices below?

a)



b)



ESSAY WRITING

QUESTION 1**IMPACTS OF CLIMATE CHANGE ON OFFICE WORKERS**

“A vital part of office procedures is to try to conserve as many natural resources as possible to help preserve our environment.”

Discuss the above statement on the following:

- impacts of climate change in office workers
- problem caused by climate change
- suggest solutions to overcome the problems

QUESTION 2**THREATS TO THE INTEGRITY OF DATA**

“The accuracy and consistency of stored data is called the Data Integrity”. Write an essay of 200-250 words and discuss

- The three threats to the Integrity of data.
- What is back up?
- The three types of back up.

QUESTION 3**USE OF INTERNET**

Write an essay on the internet and discuss the following:

- ✓ Identify two browsers and explain with examples.
- ✓ Identify two search engines and explain with examples.
- ✓ Discuss two advantages and two disadvantages of internet.

Thank you