

**Sangam SKM College- Nadi**  
**Year 12**  
**Office Technology**  
**Worksheet 4**

**Questions**

**1. Noise and Light Measures (Hazards)**

You are office supervisor of our company a Business Suppliers Pty Ltd. You have noticed that there is far too much noise in the office and that people are becoming stressed and irritable with one another and with customers because they cannot hear clearly.

Required:

Write a short report to the manager, outlining the measures you would suggest taking to reduce noise in the office.

You have also noticed that the lighting is not really adequate for office work, which could cause eye strain. Recommend to your manager regarding measures to improve the lighting.

(When you have completed the report to the manager, place it in your folder for official assessment by your trainer.)

2a) Discuss the different types of storage devices available?

b) List and explain **three** types of backing up files.

3. Write its features, functions and maintenance of each of the equipment.

NAME OF EQUIPMENT	FEATURES	FUNCTION	MAINTENANCE
Binding Machine			
LAMINATING MACHINE			
Photocopier Machine			

