

Sangam S.K.M College -Nadi

Year 10

Office Technology

Worksheet 4

Questions:

1.

Write a **paragraph** describing the skills used in Picture 1.



Picture 1.

Source: <https://www.google.com/search?q=images>

2.

Identify and **list** the types of office equipments used in Picture 2 below?



Picture 2.

Source: <https://www.google.com/search?q=images+office+equipment>

3. Label the parts of the spreadsheet given below.

