

**SANGAM SKM COLLEGE- NADI**  
**YEAR 12**  
**OFFICE TECHNOLOGY**  
**WORKSHEET 5**

**Question 1 Backup is an important aspect of data security.**

Use the above statement to answer questions that follows:

- i) What is Back up?
- ii) Name and explain three ways of storing back up.
- iii) Explain **one** reason for having a good data backup system in schools.

**Question 2**

Study the picture below and answer the questions that follow.



Source: <https://www.google.com>

- i) Name **one** effect of correction fluid on the office worker.
- ii) State **one** preventative measure for using hazardous chemical substance in the office.

**Question 3**

Study the icons **X** and **Y** below and answer the questions that follow.

**X**



**Y**



- i) Name the icon labeled Y.
- ii) State **one** way of activating the icon labeled X.

The end.