

SANGAM SKM COLLEGE- NADI
YEAR 11 OFFICE TECHNOLOGY-2021
COVID-19 WORKSHEET WK-3

(a) Define the following terms:

(i)laptop – **a computer that is portable and suitable for use**

(ii)ergonomic- **create modern office furniture and technology to prevent getting injured.**

(b) Describe how the use of green power contributes to the effectiveness of an organisation.

It is electricity that is generated from renewable source of energy such as sun, wind etc

(c) Explain how the flow process chart is used by specific people in an organisation.

The Flow Process Chart is a simple half-text, half-picture method of showing the steps in a process, using symbols to indicate the type of action being taken and text to give details of the action

(d) Differentiate between solid fill and gradient fill in relation to formatting the background of a power point presentation.

Solid fill is applies a single color uniformly within the whole of an object whereby Gradient fill is Applies a continuous blend of two or more color.

(e) State the purpose of inserting Clip Art in the power point presentation.

To make the work look more attractive and livelier.

(f) Name the menu that will display the audio and video icons in power point or word. **Insert**

(g) Differentiate between Save as and Save command in relation to saving a document.

Save is to allow us to update the last saved version whereby Save as is helps to store a new file or to store an existing file a new location with the same name or different name.

(h) Study the power point toolbar below and answer the questions that follow.

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1

2

(i) Identify the bar labelled 1.

(ii) Identify the icon labelled 2.

i) **Status bar**

ii) **Slide show**

(i) **Define the following terms**

(a) browsing – **is the act of looking through a set of information quickly without a specific sense of purpose**

(b) privacy - **responsibilities to protect data about individuals**

ESSAY WRITING

When an office is planned or reorganized, it is important to consider the relationship between people, equipment and the flow of work.

With reference to the above statement, discuss **two** factors of each of the following that enable an office to function successfully.

- privacy
- office layout
- arrangement of furniture
- accessibility to documents and equipment

- **You need to have privacy in your working areas so that you are not disturbed**
- **Also the clients will be at ease to explain more confidentiality information.**

- **When an office layout is planned or reorganized, it is important to consider the relationship between people, equipment and the flow of work.**

- **Convenient arrangement of furniture and equipment to allow effective workflow**
- **Accessibility to documents and equipment**

- **Areas that are interrelated are placed near one another to allow easier interpersonal relationships and better communication and accessibility of document and equipment.**