

SANGAM SKM COLLEGE – NADI

YEAR 13 OFFICE TECHNOLOGY WORKSHEET - WEEK 3

Questions

You have been asked by your employer to create an electronic calendar which may be accessible to all the staffs in the organization.

- i. Give the function of Electronic Calendars.
- ii. Discuss how employees can benefit from using Electronic Calendars.
- iii. Explain the purpose of a central electronic file.

- i. Discuss the function of Electronic whiteboard.
- ii. Explain how you as a student have benefitted from having electronic whiteboards in your classroom.
- iii. Give two advantages of multimedia system in schools.



- i. Discuss the type of office illustrated by the above picture.
- ii. Give two advantages and disadvantages of the office shown above.
- iii. Give two impacts of technology in the workplace.

Paragraph writing

Write a paragraph of about **50 – 70 words** to answer the question.

- Discuss the different types of green technology

Essay writing

Write an essay of about **180 – 200 words** to answer the question.

- Discuss five initiatives of Green Technology

Answer

1.
 - i) the function is to store the files of employees' schedules, forthcoming meetings, calendars of events, and conferences, thereby enabling employees to check their central file.
 - ii) Each office employee can be tied into the system by having access to a central electronic file.
 - iii) To capturing and storing all relevant documents, making information accessible from one central platform.

2.
 - i) An interactive white-board with electronic ink and touch-sensitive screen is hooked up to a computer and a projector. The board magnifies images clearly and colorfully.
 - ii) The whiteboard offers over a simple projection system is that can be used as a projection screen and a writing surface through its connection with the PC.
 - iii)a)** As an advocate, you must demonstrate to whomever is deciding your case the strength of your position and the weakness of your opponent's case.
 - b)** To prove your case, you need to persuade the fact finder using witnesses and exhibits that demonstrate the merits of your case.

3.
 - i) A virtual office is the term for the technologies that allow workers to function from outside of their offices, usually at home. While it is often used with telecommuting, working in a virtual office requires a different philosophy from both the employer and employee. A virtual office provides communication and address services without providing dedicated office space.
 - ii) advantage**
 - i) Most workers enjoy the flexibility of working their own hours, at their own space as long as all deadlines are met.
 - ii) There is also the ability to work in one clothes or take breaks as needed and attend to personal family matter.
 - disadvantage**
 - a) distract from the family members
 - b) noise level also network problems
 - iii)
 - The more efficient an employer is the more productive he is to the company.
 - In addition, the more a business stays in touch with its customer base, the better the chance of building customer loyalty.

4. **paragraph writing**
 - i) Solar power – this common renewable green energy source is usually produced using cells that capture sunlight and turn into electricity
 - ii) Wind power
 - iii) biomass (to be discussed)

5. **Essay writing**
 - i) use power more efficiently
 - ii) reduce waste
 - iii) limit the use of hazardous materials
 - iii) create eco-friendly products
 - iv) be sustainable
 - vi) encourage telecommuting