

SANGAM SKM COLLEGE- NADI
YEAR 12
OFFICE TECHNOLOGY
WORKSHEET WEEK - 4

Question 1 Case Study – Noise and Light Measures (Hazards)

You are office supervisor of our company aBusiness Suppliers Pty Ltd. You have noticed that there is far too much noise in the office and that people are becoming atressed and irrtable 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 bot really adequate for office work, which could cause eye strain,

Recommend to your manager 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.)

Question 2 Short Answer Questions

- a). Discuss the different types of storage devices available
- b). List and explain **three** types of backing up files.

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

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

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QUESTION 1

As the supervisor of this company I would like to inform you that the purpose of this report is that highlight some of the issues which are affecting the company.

The first problem is the noise which has caused the workers and our clients a lot of stress and irritability and it has also resulting in hearing problems.

The second problem is the lighting in the office that is not really adequate for office work which can cause eye strain.

Recommendation

I suggested that the photocopier machine to be located a bit away from the office and also we need to put acoustic screen or pot plants between working area to allow the workers and the clients to discuss privately. We also ask the workers to lower the ringtone volume of their phone so that they do not disturb others.

Also to improve lighting in the office, we need to change the lights to suit the office work and to prevent eye strain to the workers.

I hope you will look into this matter,

Thank you.

Question 2

1. a) Flash drive – it's a data storage device that uses flash memory
- b) Optical disk – an information storage device for a computer in the shape of a round flat plate that can be rotated to give access to all parts of the surface.
2. i) **Full backup** all files and folders on the drive are backed up every time you use that file set.
 ii) **Incremental backup** – it provides a backup of files that have changed or are new since the last backup.
 iii) **differential back up** – it provides a backup of files that have changed since a full back up was performed.
- 3.

NAME OF EQUIPMENT	FEATURES	FUNCTION	MAINTENANCE
Binding Machine	Speed change technology Vertically clamp cover patent	Used for collating document together. Commonly used in book publishing and marketing industries.	Plug out the device from the electrical source.
LAMINATING MACHINE	Available in large sizes that are optimal for schools. Safer and easier to use	Protect ID card to poster size products Protects paper based documents,	Keep it clean so that dust and grit don't get inside. Use damp cloth to wipe the dust.
Photocopier Machine	Making same size copies. Reduced and enlarged copies	Produce multiple copies of documents and pictures	Plug out the device from the electrical source. Don't leave anything on the glass or paper tray.