











**SANGAM SKM COLLEGE- NADI**  
**YEAR 11**  
**OFFICE TECHNOLOGY**  
**WORKSHEET WEEK - 4**

**Question 1**

State the long form of the following


- |            |          |
|------------|----------|
| 1. WWW     | 6. LAN   |
| 2. ISP     | 7. HTTP  |
| 3. URL     | 8. Wi Fi |
| 4. ARPANET | 9. TLD   |
| 5. SMS     | 10. IM   |

**Question 2      Labelling the icon**

	icon	label		icon	label
1			6		
2			7		
3			8		
4			9		
5			10		

**Question 3 Multiple Choice**

1. The Excel file that stores data is a
 

A. Worksheet	C. workspace
B. Workbook	D. workgroup
  
2.  display more or less information in a cell, you can adjust the \_\_\_\_\_.
 

A. Column letter	C. Row depth
B. Column width	D. Row number.
  
3. The type of data that consists of text, titles and letters are called
 

A. Formulas	C. Values
B. Functions	D. Labels
  
4. Which of the following is a properly entered Excel formula?
 

A. =B1+C1+D1	C. B1+C1+D1
B. =1B+1C+1D	D. 1B+1C+1D
  
5. Before creating a chart, you must first \_\_\_\_\_ the data that is to be illustrated in the chart.
 

A. Style	C. select
B. Calculate	D. hide

**SANGAM SKM COLLEGE- NADI**  
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**OFFICE TECHNOLOGY - SOLUTION**  
**WORKSHEET WEEK – 4**

**Question 1**

1. World wide web
2. Internet service provider
3. uniform resource locator
4. Advanced research agency network
5. short messages
6. local area network
7. Hypertext transfer protocol
8. wireless fidelity
9. Top level domain
10. Instant messaging

**Question 2**

- |                  |                           |
|------------------|---------------------------|
| 1. Twitter       | 2. Email                  |
| 3. yahoo         | 4. Google                 |
| 5. wifi          | 6. Music                  |
| 7. cloud storage | 8. Signature pad          |
| 9. phishing      | 10. Password based (iris) |

**Question 3**

- |      |      |
|------|------|
| 1. B | 2. B |
| 3. D | 4. A |
| 5. C |      |