

SANGAM SKM COLLEGE- NADI
YEAR 11 OFFICE TECHNOLOGY-2021
WORKSHEET WK-4

(a) Briefly explain the following terms:

- i) Multimedia
- ii) Renewable energy
- iii) Scanner

(b) Study the illustration below and answer the questions that follow.



(i) Explain the symbol in the illustration given.

(ii) Discuss how the illustration contributes to the conservation of energy in an office environment.

(iii) State the three areas of operations that office workers need training in before they carry out work in the office.

b)

Activity 1 – Fill in the blanks

1. In a worksheet, _____ entries are right-aligned and text entries are _____ aligned.
2. Selected cells are combined into a single cell when you use the _____ command.
3. A new Excel workbook includes _____ worksheet(s) by default.
4. The default worksheet font type is _____ and font size is _____.
5. Values are of two types namely whole number and _____ number.
6. To perform an arithmetic calculation, key your own _____ in the cell.
7. The intersection of a row and a column is called _____.
8. The values in a range of cells can be added by using the _____ function.
9. To display values with a monetary symbol and decimal places, you can use the Currency or the _____ format.
10. The axis of a column chart with values is known as the _____ or _____ axis.

Essay Writing

Internet is a system that connects together computer all over the world

With reference to the above statement,

- i) State **two** examples of search engine
- ii) Discuss **four** benefits of maintaining confidentiality while surfing internet
- iii) State **two** advantages and **two** disadvantages of using internet

Thank you