

**SANGAM SKM COLLEGE- NADI**  
**YEAR 12 OFFICE TECHNOLOGY-2021**  
**WORKSHEET WK-4**

1. Define the term Data Integrity?
2. List three threats to the integrity of Data.
3. Describe the three threats to the integrity of data.
4. List the steps of changing the following settings using the control panel:
  - a) To change settings on computer.
  - b) To change password settings.
5. Define the following:
  - a. Username
  - b. Attachments
  - c. Web browser
  - d. Search engine
  - e. Computer ethics
6. Describe the function of the web browser when accessing internet.
7. Describe how files are sent as an attachment to an email.
8. Describe what multiple attachments mean when sending emails.
9. State one example of a search engine
10. Refer to the information below to answer the questions that follow.



- a. Describe the content of the part of the communication labeled A. \_\_\_\_\_
- b. Explain the importance of having the content of labeled B in this communication.

Thank you