

**SANGAM SKM COLLEGE- NADI**  
**YEAR 13 OFFICE TECHNOLOGY-2021**  
**COVID-19 WORKSHEET WK-4**

1. Identify the social network icons shown below.



2. Explain the following terms:

- a. Router
- b. Netiquette

3. What is Microsoft outlook?

4. How are the attachments sent in email?

5. What is the difference between replying and forwarding an email?

6. Apart from Microsoft Outlook, state **three** other applications that can be used for email.

7. List and explain **two** advantages and disadvantages of having database.

8. List **three** database users.

9. Explain the three types of database users.

**Essay Writing**

**Computers and laptops are essential tools for providing and sharing of information**

With reference to the above statement, discuss **two** ways in which each of the following applications are used to provide information.

- Powerpoint presentation
- Electronic mail
- Word processing
- Publisher

Thank you