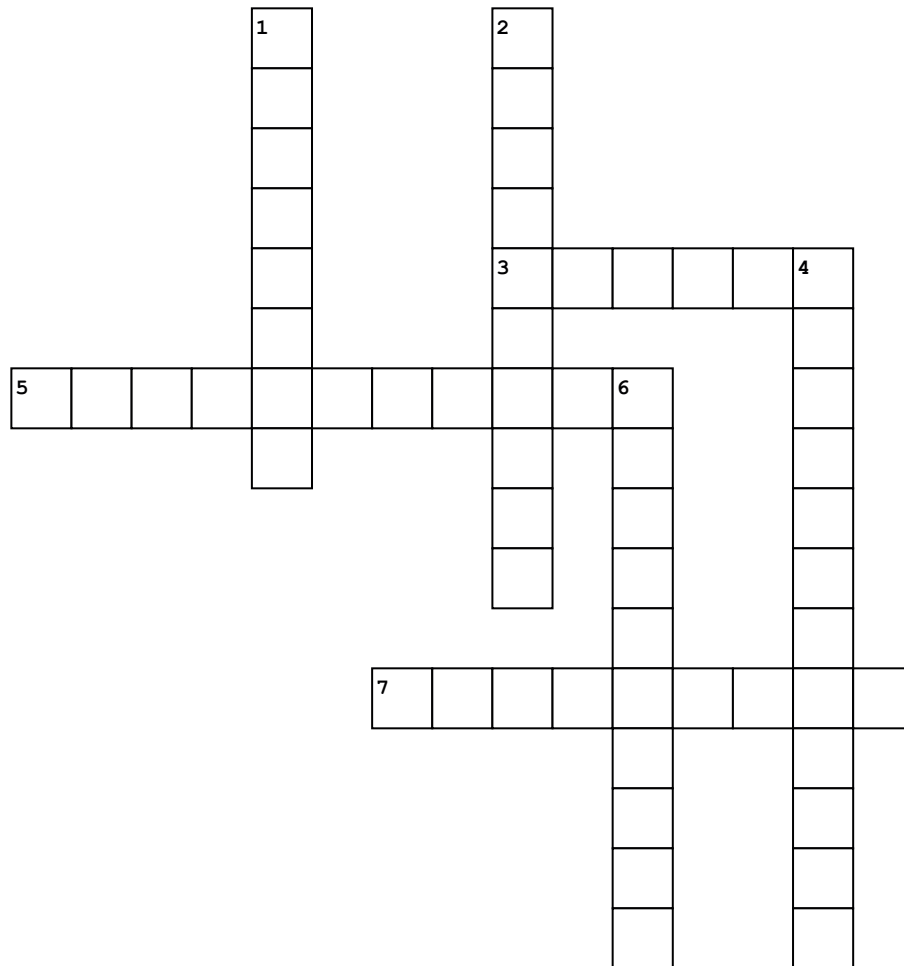


Sangam SKM College - Nadi
Year 9 Office Technology
Week 4



Across

- 3. be on time to be an efficient and organized secretary.
- 5. known as administrative assistants.
- 7. typewriter machine invented in 1866.

Down

- 1. is an electronic machine designed for the storage and processing of data.
- 2. typewriter machine invented in 1867.
- 4. trained professional transcribing verbal communications.
- 6. known as stenography machines.