**SANGAM SKM COLLEGE – NADI**

**YEAR 9 OFFICE TECHNOLOGY WORKSHEET**

**WEEK 2**

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| **Date** | **Questions** |
| **31/05/21** | 1. Identify the equipment’s that were used before the invention of computers and photocopying machine. 2. Differentiate between Stenographer and Shorthand. 3. Explain why the Qwerty keyboard layout was invented. 4. How were the keys in a mechanical typewriter located? |
| **01/06/21** | 1. Define the term computer 2. Differentiate between hardware and software, provide threes examples. 3. Explain the three main components of a computer system. |
| **02/06/21** | 1. State some of the problems encountered by Student taking OT as a subject. 2. State some of the problems encountered by Office worker. 3. State some of the skills that you will helped you if you take OT as a subject. |
| **03/06/21** | 1. List down the steps of becoming an efficient secretary3 2. Identify some of the work performed by secretaries in an office. 3. Explain how having computer knowledge can benefit secretaries. 4. List down three career paths an OT student can choose. |
| **04/06/21** | **Paragraph writing**  Write a paragraph of about **50-70 words** to answer the question.   * Discuss how work was carried out by the secretaries in the olden days when there was no computers. |

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**WEEK 3**

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| **Date** | **Questions** |
| **07/06/21** | What is the function of the following device?   * Monitor * Multimedia protector * Printer |
| **08/06/21** | **Paragraph writing**  Write a paragraph of about **50-70 words** to answer the question.  In a paragraph, discuss five ways in which an office worker needs to do in order to improve his/her typing speed. |
| **09/06/21** | 1. Identify the causes of climate 2. List down how climate change has affected us. |
| **10/06/21** | In 2-3 lines explain how we can avoid climate change. |
| **11/06/21** | **Paragraph writing**  Write a paragraph of about **50-70 words** to answer the question.   * Discuss the four components of an office. |

THANK YOU