الإسم: ..... الرقم الأكاديمي: ..... الصف: ..... تسلسل: ( ) تنسيق واعداد: أ.إبراهيم إسحاق	التاريخ / /	Chapter 3	مملكة البحرين وزارة التربية والتعليم مدرسة الهداية الخليفية الثانوية للبنين قسم المواد التجارية
	Technology in Office		

Question One:

Write 5 Advantages and Disadvantages of Office Technology in the right place

Drag the words in the correct place

Increase efficiency, Cost of implementation, improve communication, Security risks, Improves decision making.	Flexibility. Privacy concerns, Better Teamwork, Outdated technology, Employees lose their jobs.

Advantages	Disadvantages

Question 2

Complete the table: Put ✓ in right place

	Advantages	Disadvantages
Security risks		
Flexibility		
Outdate technology		
Encourage creativity		
Privacy concerns		

LIVEWORKSHEETS