

Office Skills



Instructions: Answer the following questions on Office Skills

1. What is office skills? (1)
2. What is the difference between word processing and desktop publishing? (2)
3. Identify three skills needed to handle word processing task and give two examples of workers who need word processing skills?(5)
4. What is data processing? (1)
5. Identify three skills needed to handle data processing task and give two examples of workers who need data processing skills?(5)
6. What is information management?(1)
7. Identify three skills needed to handle information management and give two examples of workers who need information skills?(5)
8. What is managing and communicating?(1)
9. Identify three skills needed to handle general managing and communicating and give two examples of workers who need managing and communicating skills.(5)