Reprographics

Instructions: Read the sentences below carefully. Answer each question in the space provided.

1. **Reprographic equipment falls into two categories photocopiers and _____.**
   a. cartridges
   b. copiers
   c. duplicators
   d. printers

2. **All of the following are features of a photocopier EXCEPT _____.**
   a. color copy
   b. count
   c. cutting
   d. duplexing

3. Which of the following are needed in order for a photocopier to work?
   a. electricity
   b. paper
   c. a and b
   d. none of the above

4. Apart from the printers and photocopiers, name **two** other equipment that may be found in the reprographics department?



Created by: P. Hield
LIVEWORKSHEETS