Name: _____ Date: _____

The Professional Office Worker

Matching Worksheet

Instructions: Write the letter of the correct definition beside its corresponding term.

_____ 1. Information

_____ 2. Intranet

_____ 3. Office

_____ 4. Non-territorial workspace

_____ 5. Virtual office

_____ 6. Internet

_____ 7. Word Processing

_____ 8. Information Management

_____ 9. Initiative

_____ 10. Telecommute

_____ 11. Charters

_____ 12. Corporation

_____ 13. Accounting Clerk

_____ 14. File Clerk

_____ 15. Receptionist

_____ 16. Secretary

_____ 17. Administrative Assistant

_____ 18. Typist

_____ 19. Office Machine Operator

_____ 20. Word Processing Operator

A. to work and communicate with others from a remote location

B.ability to act or think without prompting or guidance

C. receives callers and directs them to their destination

D. data or facts that have been organized into meaningful form

E. keyboards letters and reports

F.performs general alphabetic and numeric filing

G. uses machines to compute bills and inventories

H. public, worldwide computer network made up of smaller, interconnected networks

I. processes text from handwritten materials.

J. schedules appointments

K. areas not assigned to a specific person or task

L. organizing, maintaining, and accessing records or data

M. the capability to perform office work activities away from a traditional setting.

N. a business set up under the laws of a particular state

O. supervises office workers

P. place in which the affairs of a business or organization are carried out

Q. analyzes and records financial transactions

R. communications network within an organization for the use of its employees or members

S. written grants from authorities

T. producing written documents such as letters or reports

Total marks [20]