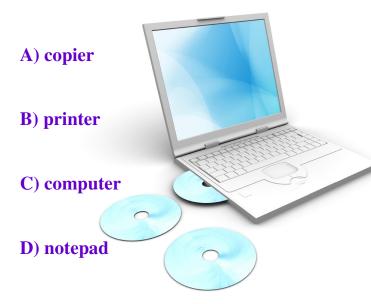
Name_	
Date	

Intermediate Matching – Office

Directions: Draw a line from words to their definitions.



- 1) A machine used to transmit printed documents electronically.
- 2) A machine used to make copies of printed documents.
- 3) A group of blank pages used for writing notes.
- **4**) A table used to give information about the days of the year.
- 5) A device used to transmit sound (voice).
- **6)** A machine used to fasten together sheets of paper.
- 7) An electronic device used to perform office functions, store data, and gather information from the internet.
- 8) A machine that produces a paper copy of computer documents.

- E) phone
- F) fax machine
- G) stapler
- H) calendar