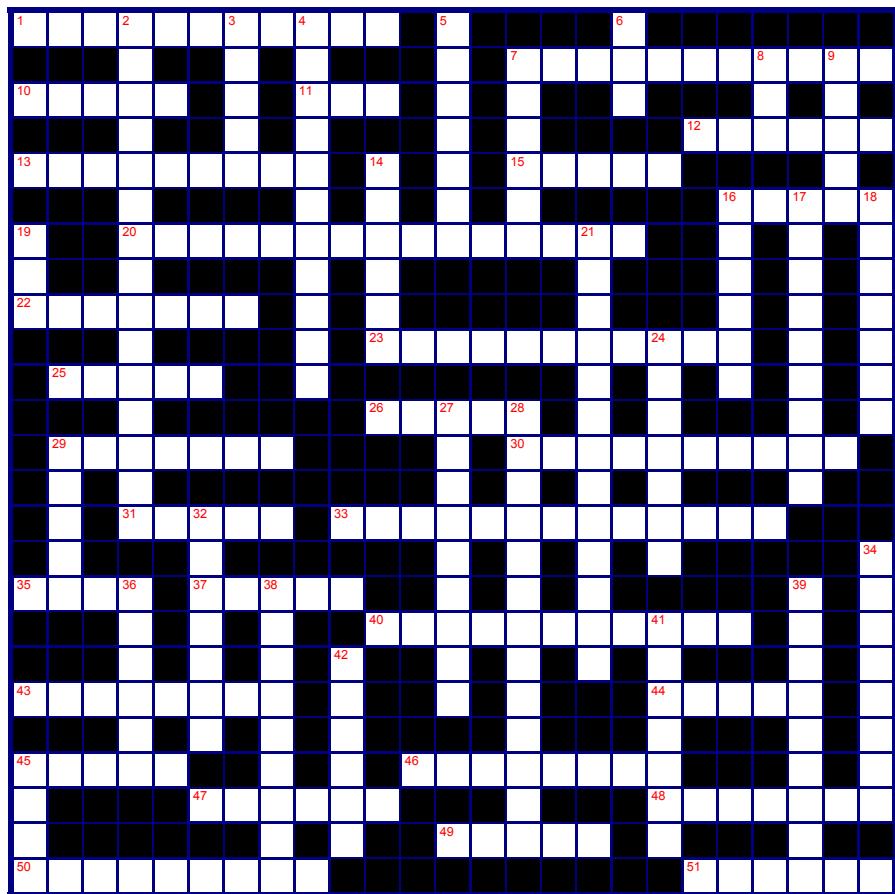


# My\_Office\_25x25\_2008-10-16

B.B. Huria

**Across**

- 1 A thin paper coated on one side with a dark waxy substance (often containing carbon). (6,5)
- 7 Publications that appear at fixed intervals. (11)
- 10 A compact disk that is used with a computer. (2-3)
- 11 Handheld computing and communication device. (3)
- 12 A wooden, plastic or metal receptacle placed on your desk to hold your incoming files and papers. (2-4)
- 13 A daily or weekly publication on folded sheets; contains news and articles and advertisements. (9)
- 15 Small fasteners used to hold loose papers and articles together. (5)
- 16 Sets of related records (either written or electronic) kept together. (5)
- 20 Electric lamp containing a low pressure vapour, usually mercury, in a glass tube. (11,4)
- 22 Flat circular plates for eatables. (7)
- 23 A stamp (usually made of rubber) for imprinting a mark or design by pressing with hand. (11)
- 25 A timepiece that shows the time of day. (5)
- 26 Accounting records or the official books and records of an organisation. (5)
- 29 To periodically check on something. (7)
- 30 A device hung from a hook in a ceiling for creating a current of air by movement of a surface or surfaces. (7,3)



- 31 Body of people working in a department. (5)
- 33 Printed or written contact information that is left to indicate that you have visited. (8,5)
- 35 A person who is in charge. (4)
- 37 Automatic pattern of behaviour in reaction to a specific situation. (5)
- 40 A portable telephone that connects with the telephone network using radio waves. (6,5)
- 43 Computer programs that perform various tasks. (8)
- 44 Arrangement of information in columns. (5)
- 45 An employee who performs clerical work (e.g., keeps records or accounts). (5)
- 46 An electronic device for performing complex calculations and data processing and which is programmable. (8)
- 47 Children call it rubber. (6)
- 48 Small metallic pins for binding few sheets together. (7)

- 49 A device, which enables one computer to call another, needed to get on-line. (5)
- 50 An implement for sketching by hand. (9)
- 51 A gripping hand tool. (6)

**Down**

- 2 All records in which commercial accounts are recorded. (5,2,8)
- 3 Attach with or as if with a pin. (3-2)
- 4 A weight used to hold down a stack of papers. (11)
- 5 A pen that has a small metal ball as the point of transfer of ink to paper. (7)
- 6 Set of articles or tools normally and frequently required in an office. (3)
- 7 A thin cylindrical pointed writing implement. (6)
- 8 Constant Voltage Transformer required for electronic equipments. (3)
- 9 Permission to remain absent (for specified valid reason). (5)
- 10 A storage compartment for clothes and valuables. (6)
- 11 A small plastic magnetic disk. (6)
- 12 A set of sheets of paper with printed details of the sender of the letter. (9)
- 13 A device which uses photo-electric cells to convert a drawing, photograph or document into data which can be manipulated by a PC. (7)
- 14 A unit that switches to battery power whenever the power cuts out. (3)
- 15 A printed tape for measuring lengths. (9,4)
- 16 A wardrobe, cabinet, or cupboard. (7)
- 17 A person employed to do odd jobs in a business office. (6,3)
- 18 A pad of papers to write down quickly without much attention to detail. (10,3)
- 19 Hand-driven input and pointing
- 20 device for personal computers. (5)
- 21 A receptacle for the ash from smokers' cigars or cigarettes. (7)
- 22 Electro-acoustic transducers that converts electrical signals into sounds. (8)
- 23 A piece of cloth used for dusting. (6)
- 24 A case with a handle; for carrying papers or files or books. (9)
- 25 The most cost-effective method for backing up large amounts of data. (4,5)
- 26 A wooden, plastic or metal receptacle placed on your desk to hold your outgoing material. (3-4)
- 27 Conductors for transmitting electrical or optical signals or electric power (6)
- 28 A small open containers usually used for drinking. (4)