

Name : _____ Class : _____ Date: _____

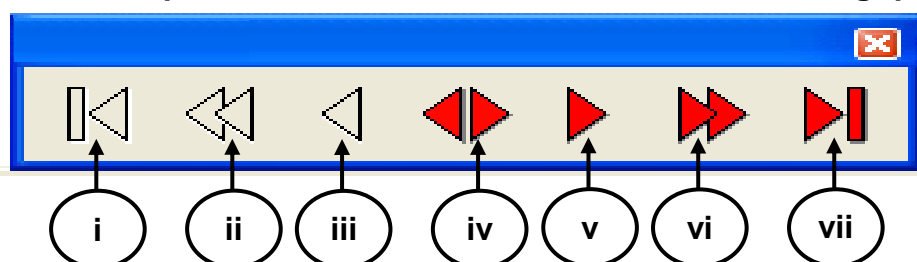
Q1. Define the following:

(a) Database: **A Database is an organized collection of data or facts relating to a specific topic. It consists of fields and records.**

(b) Field: **Each item of data or column in a database is called a Field.**

(c) Record: **Each row in a database is called a Record.**

Q2. Take a look at the picture of the toolbar and answer the following questions.



(a) Name of the above given toolbar is **Navigation Bar**

(b) Write down the uses of this toolbar

It helps us to move through the records in a database or data table.

(c) Write functions of the following buttons as shown in the above toolbar picture

(i) Go to first record or start

(ii) Fast Back

(iii) Go to previous record

(iv) Jump

(v) Forward or Go to next record

(vi) Fast Forward (vii) Go to last record

Q2. Take a look at the given database and answer the following questions.

Countries					
S.No.	Country	Capital	Population In Million	Currency	Continent
1.	Pakistan	Islamabad	183.7	Pakistani Rupee	Asia
2.	India	New Delhi	1255.7	Indian Rupee	Asia
3.	France	Paris	65.7	Euro/Franc	Europe
4.	Afghanistan	Kabul	30.5	Afghan Afghani	Asia
5.	China	Beijing	1384.6	Renminbi/Yuan	Asia
6.	USA	Washington DC	317.5	US Dollar	North America

Record: 4 of 6

(a) Fill in the blanks.

(i) Name of Database or Data Table: **Countries**

(ii) Type of View selected: **List** (iii) Total no. of fields: **6**

(iv) Total no. of records: **6** (v) No. of records displayed **6**

(vi) **View Menu then List** is the command to view all records in the form of list.

(vii) Record no. **4** is selected.

(b) **Rewrite the country names after sorting them in descending alphabetical order.**

S.No.	Country
6	USA
1	Pakistan
2	India
3	France
5	China
4	Afghanistan

(c) Which record will be displayed if the following search conditions are applied.

(i) Currency same as Dollar

S.No.	Country
6	USA

(ii) Continent same as Asia and Population greater than 1000

S.No.	Country
2	India
5	China