
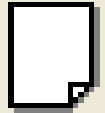







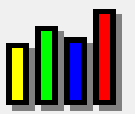






Name : _____ Class : _____ Date: _____

Q1. Write the names of the following tools available on the toolbar.

S#	Tool	Name
a		Change Level
b		New
c		Open
d		Save
e		Print
f		Edit (To enable the Edit Mode)

S#	Tool	Name
g		Edit Layout
h		Search
i		Sort
j		Graph
k		Help
l		Exit

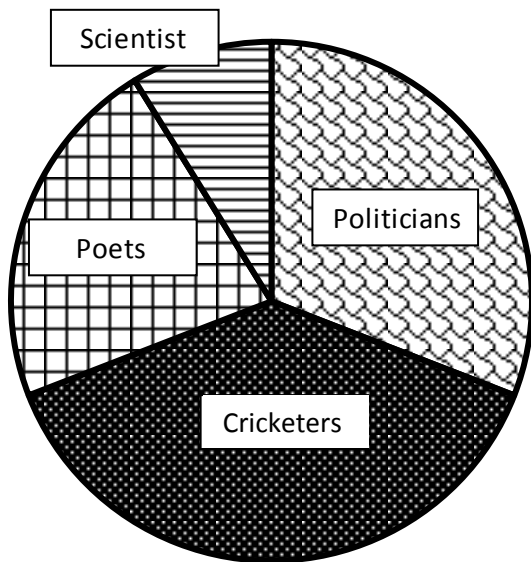
Q2. Write the commands to perform the following tasks.

- To open a file **File Menu -> Open**
- To save a file **File Menu -> Save**
- To save a file with a different file name
File Menu -> Save as
- To Add new records
Edit Menu -> Add Record
- To sort records **View Menu -> Sort**
- To search records
View Menu -> Search

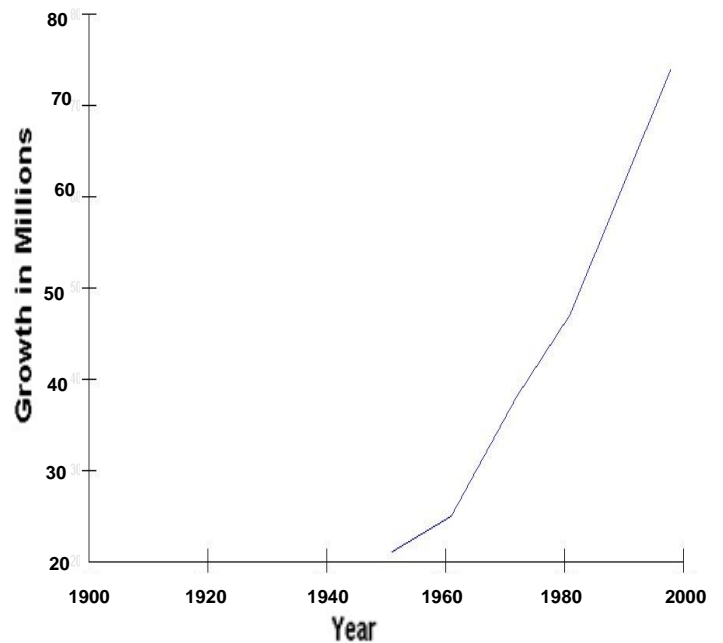
- To see Print Preview
File Menu -> Preview
- Change the page orientation
File Menu-> Print Setup -> Orientation
- To Add a Header to the printout
File menu -> Printout Header
- To print records in a table
File Menu -> Print
- Add a suitable chart title
Edit Menu -> Title

Q3. Read the following Graphs and answer the following questions:-

(a) Most famous for..



(b) Population Growth of Punjab



(i) Who are the most famous people?

Cricketers

(ii) Who are the least famous people?

Scientists

(iii) What kind of graph/chart is it?

Pie Chart

(i) What was the population of Punjab in 2000?

78 Approx.

(ii) The graph shows which two datas?

Year and Growth in Millions (Population)

(iii) What kind of graph/chart is it?

Line Chart

Q4. State true or false:-

- a. Columns and records are the same in a data file____(False)_____
- b. Records are the fields in a data file____(False)_____
- c. Sorting can be done in only in ascending order____(False)_____
- d. View Menu contains Sort option____(True)_____
- e. Searching means to find records_(True)___

- f. File -> Save means to record on disk.____(True)_____
- g. To add a record in a database, select Add Record from the Edit Menu. ____ (True)___
- h. A Database is often called data table or table.____(True)_____
- i. Query and Search condition have same meaning ____ (True)_____