ICT JR-IV REINFORCEMENT WORKSHEET-1

2nd Term Session 2013-14

Chapter No. 4 : Collecting and Presenting Information

Name : _____   Class : _____   Date: _____

Q1. Define the following:

(a) Database: _____

_____

_____

(b) Field: _____

_____

(c) Record: _____

_____

Q2. Take a look at the picture of the toolbar and answer the following questions.
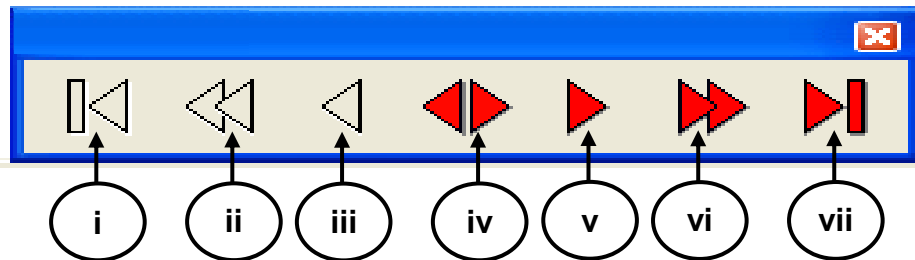
(a) Name of the above given toolbar is _____

(b) Write down the uses of this toolbar

_____

_____

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

(i)   _____

(ii)   _____

(iii)   _____

(iv)   _____

(v)   _____

(vi)   _____

(vii)   _____

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	Beijng	1384.6	Renminbi/Yuan	Asia
6.	USA	Washington	317.5	US Dollar	North America

Record: 4 of 6

(a) Fill in the blanks.

(i) Name of Database or Data Table: _____

(ii) Type of View selected: _____   (iii) Total no. of fields: _____

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

(vi) _____ is the command to view all records in the form of list.

(vii) Record no. _____ is selected.

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

S.No.	Country

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

(i)   Currency same as Dollar

S.No.	Country

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

S.No.	Country