

ICT JR-IV REINFORCEMENT WORKSHEET-2

2nd Term Session 2013-14

Chapter No. 4 : Collecting and Presenting Information


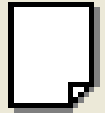









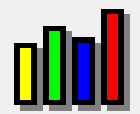


The City School

PAF Chapter
Junior Section

Name : _____ Class : _____ Date: _____

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

S#	Tool	Name
a		
b		
c		
d		
e		
f		

S#	Tool	Name
g		
h		
i		
j		
k		
l		

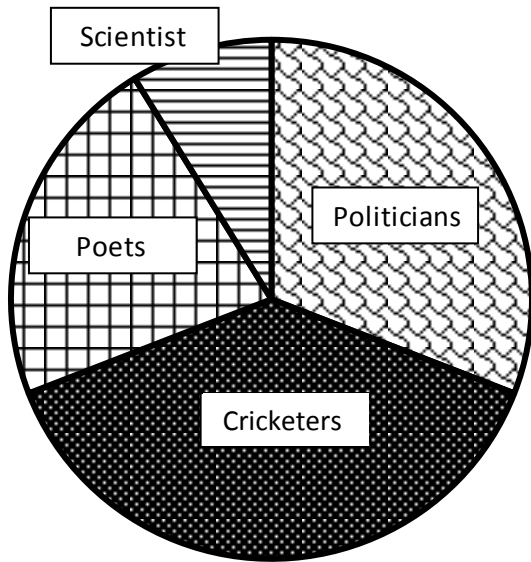
Q2. Write the commands to perform the following tasks.

- To open a file _____
- To save a file _____
- To save a file with a different file name _____
- To Add new records _____
- To sort records _____
- To search records _____

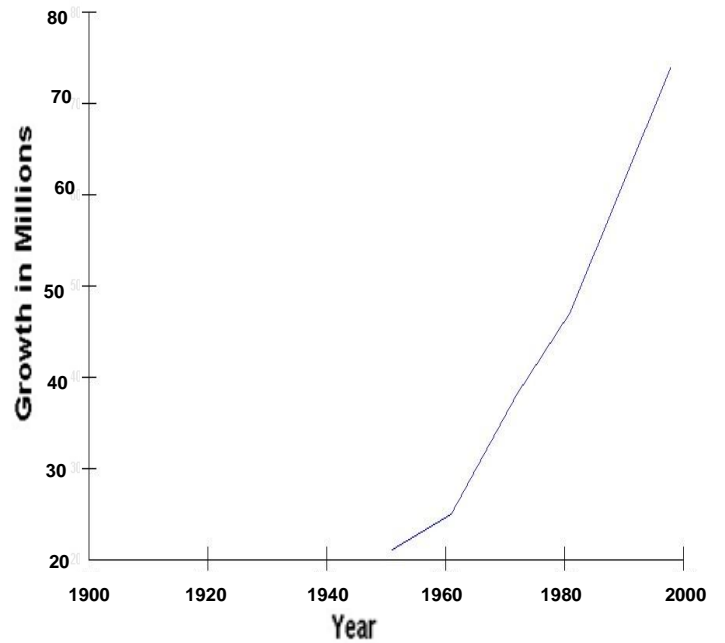
- View Print Preview _____
- Change the page orientation _____
- To add a header to the printout _____
- To print a records in a table _____
- Add a suitable chart title _____

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?

- (ii) Who are the least famous people?

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

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

- (ii) The graph shows which two datas?

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

Q4. State true or false:-

- a. Columns and records are the same in a data file _____
- b. Records are the fields in a data file _____
- c. Sorting can be done in only in ascending order _____
- d. View Menu contains Sort option _____
- e. Searching means to find records _____

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