

ANSWER KEY

Q: 1 What is a database? Give two examples.

A database is an organized collection of data or facts relating to a specific topic. It is made up of fields and records.

Examples are: BlackCat Information Workshop 2000, Microsoft Access.

Q: 2 Why is the search tool used in a database program?

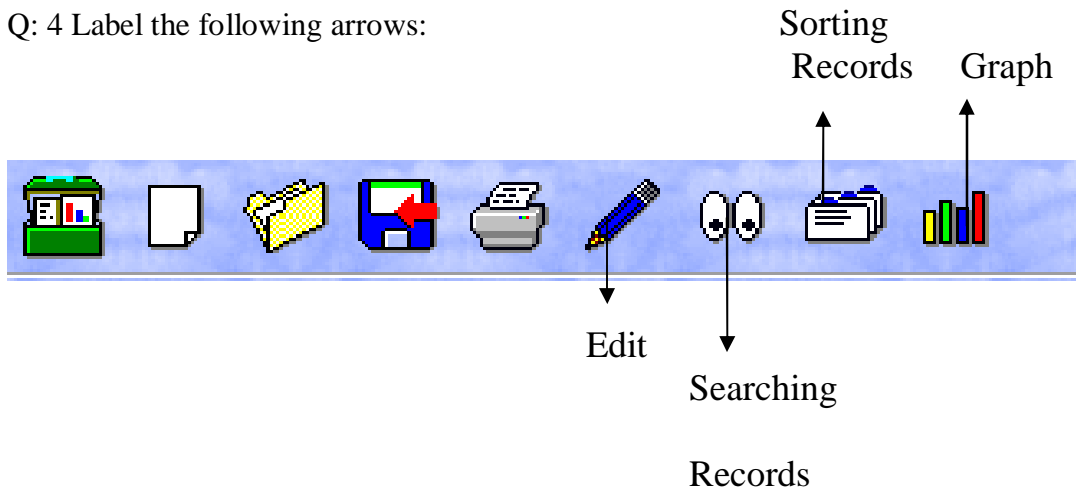
The search tool is used to search the file to find particular records. It is very useful when a database contains a lot of record so it will be time consuming to go through them record by record to find a particular one.

Q: 3 What are the fields and records in the database program of BlackCat Information Workshop 2000?

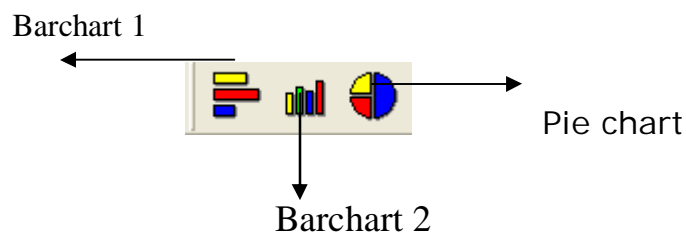
Field: Each item of data or column in a database is called a field.

Record: Each row in a database is called a record.

Q: 4 Label the following arrows:



Q:5 Label the Icons shown in the window.



Q: 6 Circle the correct answer:

1) _____ means arranging data in a particular order.

- a) Search
- b) Database
- c) Field
- d) Sorting Records

2) A _____ is a very useful tool for displaying data in a picture manner.

- a) Record
- b) Graph
- c) Data
- d) BlackCat Information Workshop 2000

3) FoxPro, Microsoft Access and BlackCat Information Wrokshop are examples of:

- a) Database programs
- b) Accounting programs
- c) Games programs
- d) Graphics programs