

Q1).. Match the following icons to their similar tasks:-

a) OPEN A NEW FILE



b) EXIT OR CLOSE INFORMATION WORK



c) SORT THE RECORDS



d) OPEN ANY SAVED FILE



e) SAVE THE FILE



f) SEARCH RECORD



g) PICTORIAL PRESENTATION OF DATA



h) HELP



i) GET PRINT OUT OF CURRENT FILE



j) EDIT



Q 2) Answer the following questions using 'Table A' :-

NAME	HOUSE	AGE
Zia	Red	9
Dawood	Green	8
Pasha	Red	7
Moiz	Blue	8
Jamal	Yellow	8
Wajia	Blue	8

Table A

- How many fields are there in this data file? **3**
- How many records are there in this file ? **6**
- What is data file name? **Table A**
- Is it sorted by Name Field or not? **Not sorted**
- Write 3rd field name. **Age**

Q3). State true or false:-

- 1) Column and records are same in data file **False**
- 2) Records are fields in data file **False**
- 3) Sorting can be done in only in ascending order **False**
- 4) View contains sort option **False**
- 5) Searching means find records **True**
- 6) File -> save means to record on disk **True**
- 7) To add record in file 'edit' 'add record' is used **True**

4) Read the following Graphs and answer the following questions:-

(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

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

74 million

ii) The graph shows which two data?

Year and Growth

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

Line Graph

