

Chapter No. 4 Collecting and Presenting Information

Name: _____ Class: IV Sec: _____ Date: _____

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

TASK ICONS

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) ADD MORE RECORDS



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

a. How many fields are there in this data file? _____

b. How many records are there in this file ? _____

c). What is data file name? _____

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

Table A

d. Is it sorted by Name Field or not? _____

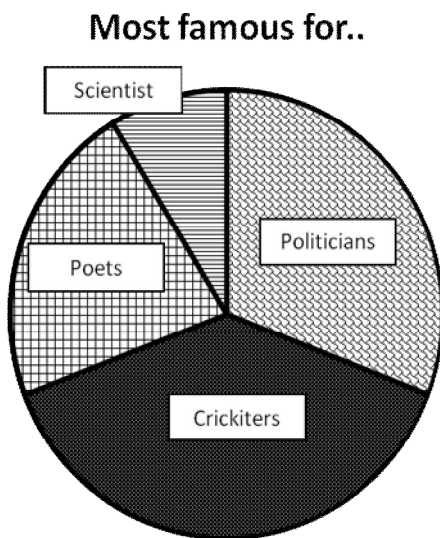
e. Write 3rd field name _____.

Q3). State true or false:-

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

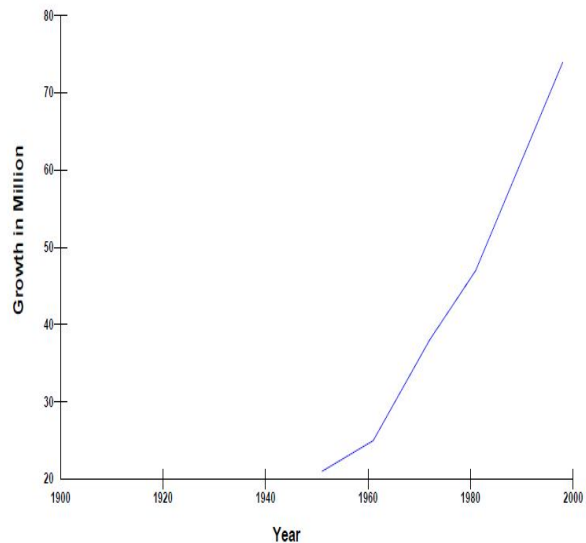
4) Read the following Graphs and answer the following questions:-

a)



b)

Population Growth of Punjab



(i) Who are the most famous people? (i)

(ii) Who are the least famous people? (ii)

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

What was the population of Punjab in 2000?

The graph shows which two data?

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