



.1The City School (PAF CHAPTER)

ICT Work Sheet: Jr.IV

Chapter: Collecting and Presenting Information

Name:

Section: IV-

Question 1:

Complete the following sentences:

- (a) Sorting a record means arranging data in a particular order.
- (b) Each row in a database is called a record.
- (c) Records in a database file can be sorted in either ascending or descending order.
- (d) The search facility in database requires the user to search the file to find a particular record.

Question 2:

Circle the best answer:

- 1. For making a bar graph or line graph we have to choose:
 - a. Two fields
 - b. One record and one field
 - c. Only one field
 - d. All the records

- 2. The pictorial representation of data is called:
 - a. Tool box
 - b. Graph
 - c. Edit Layout
 - d. Picture

Question 3:

Following is a set of data:

S#	Player Name	Age	Player Type	Matches
1	Adam	21	Bowler	6
2	Dawar	22	All Rounder	4
3	Ayan	20	Bowler	4
4	Faraz	23	Batsman	5
5	Maaz	25	Captain	15

1. Rewrite the player names after sorting data so that the player with highest number of matches comes on top:

No	Player Name
5	Maaz
1	Adam
4	Faraz
3	Ayan
2	Dawar

2. Which record will be displayed if the following search condition is applied

Age greater than 23

No	Player Name
5	Maaz

3. Which record will be displayed if the following search condition is applied

Player type is Bowler

And

Age is less than 22

No.	Player Name
1	Adam
3	Ayan