**Q 1. Choose the best answer**

1. The Internet is a worldwide network of interconnected
2. Computers b) Tower c) Satellites
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ includes the world wide web, e-mail, newsgroup
4. Internet b) Communication c) None
5. We can \_\_\_\_\_\_\_\_\_\_\_ the database fields and records
6. Spell check b)Auto count c) None
7. The Internet allows you to access\_\_\_\_\_\_\_\_from around the world.
8. Information b) Heading c) Microsoft
9. \_\_\_\_\_\_\_\_\_\_use the Internet to conduct research, advertise, and sell their products.

a) Business people b) Teachers c) Students

1. The search engine helps to search the\_\_\_\_\_\_\_\_\_\_\_\_.
2. World wide web b) television c) Radio
3. In CD-ROMS we can narrow our search by using keywords like
4. AND and OR b) Into and Etc c) Also and Of

8 . One of the icon is the icon for spell check in database.

1.  b)  c)

9. We can transfer the data from CD- ROM to a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ document.

a) Word b) Access c) None

10. We can \_\_\_\_\_\_\_\_\_\_data or information on CD-ROM by copy and paste.

a) Transfer b) Access c) Match

**Q 2. Circle True or False**

A database is an organized collection of data or information. [True / False]

1. E-mail is used to communicate with people within the city only.

 [True / False]

1. A Boolean search helps us find the exact information you are looking for using keywords like AND, OR , NOT. [True / False]

1. Database can’t store large amounts of information. [True / False]
2. The Internet allows you to access information from around the world.

 [True/ False]

1. We can transfer data or information on CD-ROM by copy and paste.

 [True/ False]

1. In database we can only find, but cant sort, the information. [True/ False]
2. The search engine helps us to search the world wide web [True / False]
3. The school uses database to store chairs. [True / False]
4. The library uses database to store data of books. [True / False]
5. In the hospital, databases are used to store patients and doctors data.

 [True / False]

1. In database we can keep directory of names, addresses and phone numbers of friends and family. [True / False]
2. We can’t add fields in the database. [True / False]
3. In database we can sort data only in descending order. [True / False]
4. In database we can add and delete records. [True/ False]

**Q3. Choose the words from the data bank and complete the following.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Database | Find | Sort | Database software | information |
| Ascending | Descending | Fields | Records | Sort |
| Form | Large | stop button | E-mail | Table |
|  CD- ROMS | Electronic Reference |

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an organized collection of data or information.
2. Database can store \_\_\_\_\_\_\_\_\_\_\_\_\_\_ amounts of information.
3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_can be stored as text, pictures, or sound in the electronic reference.
4. In database we can \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ information very quickly.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_can be used to keep a directory of names, address and phone numbers.
6. We can read ,listen , print , play and save the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to a disk
7. We can \_\_\_\_\_\_\_\_\_\_\_\_ the database to find all the people who were born in a specific month.
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is information that is stored on a CD-ROM, a DVD, or on the internet.
9. We can add and delete\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the database.
10. In database we can change view of database from \_\_\_\_\_\_\_\_\_\_\_ to a form.
11. We can sort data in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order.
12. We can add\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the database.
13. We can stop the downloading of web page by clicking at\_\_\_\_\_\_\_\_\_\_\_\_.
14. \_\_\_\_\_\_\_\_\_\_\_is used to communicate with people around the world.

1. \_\_\_\_\_\_\_\_\_\_include encyclopedias, maps, atlases, games, stories, and tools for painting and drawing.

**Q4. Look at the following picture and answer**



* 1. The given database has how many fields?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. The database consist of how many records?\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. What is the field type for field Magazine?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. What is the field type for field year started?\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q5. Answer the following questions. [ /20]**

1. What is the Internet? [ /2]

Ans……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………..……………

1. What is a bookmark in the electronic reference? [ / 3]

Ans………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..………………………………………………………………

1. Explain how we can use signature file in our e-mail [ /2]

Ans……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………..

1. Write the 3 keywords used in the Boolean search? [ /3]

Ans……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..………………………..…………………….…………………

1. Give 2 important rules of chatting on the internet. [ /4]

Ans………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Give 3 uses of database. [ /6]

Ans……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

 ALL THE BEST!!!!