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Computer - Hardware Components

Exercises

I. Write a full form:

- Ans.**
1. Central Processing Unit
 2. Arithmetic Logic Unit
 3. Peripheral Component Interconnect
 4. Random Access Memory
 5. Read Only Memory

II. Fill in the blanks:

- Ans.**
1. Arithmetic, Logical
 2. Internal Hardware
 3. ROM

III. Match the columns:

- Ans.**
- | | | | |
|------|------|------|------|
| 1. d | 2. b | 3. a | 4. c |
|------|------|------|------|

2

Concepts of the Internet

Exercises

I. Answer the following questions:

1. Name the five permanent folders in an e-mail account.

Ans. Inbox, Drafts, Spam, Trash and Sent are the five permanent folders in an e-mail account.

2. Name any five types of domains available.

Ans. .com, .edu, .net, .org and .gov are five types of domains available.

(**Note:** Teacher may ask students to write any five name from the list given on Page No. 7)

Exercises

I. State whether the following statements are true or false.

- Ans.** 1. True
2. False
3. False
4. True
5. False
6. False

II. Label the Diagram:

(Note : Teacher may refer the image on Page no. 13)

Exercises

1. Fill in the blanks:

- Ans.**
1. The Title Bar
 2. Top-right corner
 3. Template category
 4. Record navigation bar
 5. Document Tabs Bar
 6. '.accdb',

2. Answer the following questions:

1. What is Navigation Pane?

Ans. The Navigation Pane displays the objects that are grouped type wise in the database. To open an object, double-click on it. To hide the Navigation Pane, click on the double arrows in the top-right corner.

2. Explain Record Search Box.

Ans. The Record Search Box is used to search for any record in the currently opened object. The first result that matches your search term will appear highlighted with a yellow border. To navigate through additional results, press the Enter key.

3. Rearrange the steps given below by numbering them in their correct order:

Ans. 1. To Create table in Datasheet view: Steps order: 2 , 1 , 3

Exercises

1. Answer the following question:

1. Explain Primary Key.

Ans. The primary key is a unique identifier for a record. This field can never be blank. The primary key is a unique value for that column and hence, it cannot be the same for two records.

2. Elaborate the steps to switch between the views of a table.

Ans. The Datasheet View is used to view, add, delete, and edit data in a table whereas the Design View is used to create and modify the structure of a table. After a table is opened one can easily switch between the two views by clicking the View group on the Design Tab.

3. What are the rules for naming the fields?

Ans. Rules for naming the fields are:

1. The field name should not be more than 64 characters.
2. The field name can include lowercase, uppercase or mixed case letters, numbers and an underscore.
3. It cannot have a fullstop (.), exclamation mark (!), or square brackets ([]).
4. It cannot start with a blank space.

4. Write down the steps to insert data in a table.

Ans. To insert records in a table, the steps are :

Step 1: On the Design tab, in the Views group, click the View drop-down arrow.

Step 2: Select Datasheet View. The table opens in the Datasheet View.

Step 3: Enter the value in the field, press the Tab key to enter a value in the field. Similarly, enter data in the remaining fields.

Chapter 5 Exercises

2. Fill in the blanks:

- Ans.** 1. Primary key
2. data
3. blank space
4. datasheet
5. Default view

3. Rearrange the steps given below by numbering them in their correct order:

- Ans.** 1. Adding field name : Steps order : 3 , 5 , 1, 4 , 2 , 7 , 6

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Planning and Modifying the Database

Exercises

1. Rearrange the steps given below by numbering them in their correct order:

1. Planning your database: Steps order: 3, 1, 2
2. Deleting a Field: Steps order: 2, 3, 1
3. Opening an Existing Database: Steps order: 3, 1, 2
4. Changing the Data Type of a Field: Steps order: 3, 1, 4, 2
5. Moving A Field: Steps order: 2, 3, 1
6. Renaming A Field: Steps order: 3, 1, 2

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Creating Relationship in Access

Exercises

1. Rearrange the steps given below by numbering them in their correct order:

1. To view existing relationships: Steps order: 2 , 3 , 1

2. To edit an existing relationship: Steps order: 3 , 6 , 4 , 1 , 2 , 5 , 7

Exercises

I. Fill the blanks:

- Ans.**
1. create
 2. Quick Access, Save
 3. Design
 4. Calculate sums, calculations
 5. Queries
 6. Select Queries
 7. Run
 8. Data, displays
 9. Relationship, tables
 10. Design View

Exercises

I. Label the diagram:

(Answers given below are noted line by line)

Ans. Next Previous First Current Last Record New
Record

II. Fill in the blanks:

- Ans.**
1. convenient, easy-to-use
 2. customized
 3. Saves, prevents
 4. Form Wizard
 5. Quick Access, Save
 6. Close
 7. View, Add, Edit
 8. Datasheet, double
 9. Datasheet, Delete Record

Exercises

I. Label the parts of the report window:

Ans. (Note : Teacher may refer the image on Page No.54)

II. Answer the following questions:

1. What is a Report? Give some examples of Report.

Ans. A report is a proper presentation and explanatory listing of data, that can be printed on paper. Some examples of reports are mailing labels, invoices and sales summaries.

2. Mention the steps to create a Report.

Ans. To create a report :

1. In Navigation Pane under Tables, Double-click on the Table or Query on which you want to base your report.
2. Select the Create Tab → Click on the Report, in the Reports Group.
The Report will now be displayed in Layout View.

3. Write the steps to format Reports.

Ans. The Design View allows you to format a report.

1. To open the report double-click on the report saved in the Reports group in the Navigation Pane.
2. Click on the View option in Views group → click on Design View to display report in Design View.
3. Format each element in Header, Body and Footer using various options on Ribbon. Click on Format tag under Report Layout Tools.
4. To save the format, click on Save on the Quick Access Toolbar.
5. To switch to the Print Preview, click on the Office button. Choose the Print Preview option. The report shows the format you have applied.

4. Mention the ways by which you can create a Report using Access.

Ans. In Access we can create a Report Using Design View or Using Report Wizard or Using Report Option.

Exercises**I. Answer the following Questions:****1. Explain NFC.**

Ans. NFC (Near Field Communication) is a short-range high-frequency wireless communication technology that enables the exchange of data between devices over about a 10 cm distance. The significant advantage of NFC over Bluetooth is the shorter set-up time. Instead of performing manual configurations to identify Bluetooth devices, the connection between two NFC devices is established at once (under a 1/10 second).

2. What is Google Glass?

Ans. Google Glass is a wearable, voice-controlled Android device that resembles a pair of eyeglasses and displays information directly in the user's field of vision.