

**BANGLADESH INTERNATIONAL TUTORIAL**

**SUBJECT: ICT**

**CHAPTER: 07(Microsoft Access)**

**WORK SHEET: 1, WEEK: 1**

**CLASS: VII**

**Name:**

**Section:**

**Date:**

*A: Answer the following.*

1. What is a Database?
2. What is a RDBMS?
3. What is a Table?
4. What is a record?
5. What is a Field?
6. What is a Data type?
7. What is a Primary Key?
8. What are the advantages of databases?
9. What is the function of validation rules? Give two types of validations that can be applied.
10. What is Autonumber data type in table? Where could it be used?

**CHAPTER: 07(Microsoft Access)**

**WORK SHEET: 2, WEEK: 1**

1. Write down the data types of the fields in the following table:

Field Name	Data Type
Std_id	
Sname	
address	
Ph_no	
class	
section	
dob	

2. Write down the validation rules in the following table:

Validation Rule	Validation Text
<>	
>= 50 AND <= 100	
Like "A????"	
"A" OR "B" OR "C"	
>=#1/1/2007#	

**CHAPTER: 08 (Microsoft Access)**

**WORK SHEET: 3, WEEK: 2**

***Fill in the blanks:***

- a) A \_\_\_\_\_ is a software package that controls the various operations associated with database.
- b) A collection of multiple tables that are related to each other is known as a \_\_\_\_\_
- c) The complete name of the student database will be student \_\_\_\_\_
- d) A table made up of \_\_\_\_\_ and \_\_\_\_\_
- e) \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are different data types within a table.
- f) To add new field, the table has to be in \_\_\_\_\_ view and to add a new record, the table has to be in \_\_\_\_\_ view.
- g) Validation rules are used to control the data being entered in a \_\_\_\_\_.
- h) A \_\_\_\_\_ is a field which uniquely identifies each record in a table.
- i) The records in an Access table can be sorted in \_\_\_\_\_ and \_\_\_\_\_ order.
- j) A \_\_\_\_\_ is an object in Microsoft Access which lets you display specific fields from a table based on a given condition.
- k) A form lets you \_\_\_\_\_ and \_\_\_\_\_ the records in your table.
- l) Queries can be created by using \_\_\_\_\_ or in the \_\_\_\_\_
- m) Reports are an effective way of presenting the data stored in a table in the \_\_\_\_\_ format.
- n) \_\_\_\_\_ is a type of Form layout.
- o) To add a new record using a form we have to click the \_\_\_\_\_ button.

**CHAPTER: 08 (Microsoft Access)**

**WORK SHEET: 4, WEEK: 2**

***A: Answer the following:***

- 1. What are Queries?
- 2. What are Forms?
- 3. What are Reports?

***B: Create a Teachers table which has at least five fields.***

***C: Write (T) for True and (F) for False.***

- a) \$A\$5 is an example of mixed cell referencing.
- b) A Pie chart can represent only one data series.
- c) The If() function can give three types of output.
- d) Legend refers to the values you want to plot in the chart.
- e) By default a worksheet has relative cell reference.

**CHAPTER: 04(Microsoft Excel)**

**WORK SHEET: 5, WEEK: 3**

**A: Define the following terms:**

- (i) Cell (ii) Worksheet (iii) Cell address (iv) Conditional formatting (v) If() function (vi) Relative, Absolute and Mixed cell reference

**B: Answer the following questions:**

1. What are the uses of charts in Excel? Where could they be used?
2. What is cell referencing? Write the difference between Absolute, Relative and mixed cell referencing.
3. What are different types of charts available in Excel? Show three diagrammatically.

**CHAPTER: 04(Microsoft Excel)**

**WORK SHEET: 6, WEEK: 3**

1. There is a 20% increase in salary. Write down the formula to find out salary after increment using absolute cell referencing.

5

	A	B	C	D	D
1	<b>Employee Salary</b>				
2	<b>Emp No</b>	<b>Emp Name</b>	<b>Salary</b>	<b>% of Increment</b>	<b>Incremented Salary(Formula Only)</b>
3	<b>E01</b>	<b>Zayan</b>	<b>25000</b>		
4	<b>E02</b>	<b>Tanvir</b>	<b>35000</b>		
5	<b>E03</b>	<b>Tomal</b>	<b>40000</b>		
6	<b>E04</b>	<b>Safir</b>	<b>50000</b>		
7	<b>E05</b>	<b>Jewel</b>	<b>55000</b>		

**2. Fill in the blanks.**

- a) \_\_\_\_\_ represents data in a worksheet in a pictorial form.
- b) Conditional formatting is in the \_\_\_\_\_ tab.
- c) The syntax of the If (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_).
- d) In \_\_\_\_\_ referencing, the cell address automatically gets adjusted with reference to the current cell during copying of a formula.
- e) An example of mixed cell reference is \_\_\_\_\_.
- f) To show trends in data at equal intervals \_\_\_\_\_ chart can be used.
- g) Click on \_\_\_\_\_ tab to insert a graph in your worksheet.
- h) The if () can return only two values \_\_\_\_\_ and \_\_\_\_\_.
- i) The \_\_\_\_\_ refers to the area in which we plot our data.