

**SUMMER FIELDS SCHOOL**  
**SUBJECT: COMPUTER SCIENCE**

**Assignment (2018-19)**

**CLASS: X (Unit -3, 5, 7)**

**Q1 Fill in the blanks:-**

1. \_\_\_\_\_ statement is used to add one or more records to a database.
2. The Date & Time command button is under the \_\_\_\_\_ tab in MS-WORD.
3. Movie option is available in Media clips group under \_\_\_\_\_ tab in PowerPoint.
4. A \_\_\_\_\_ is a request for some portion of the database information.
5. A \_\_\_\_\_ style contains setting of paragraphs.
6. Both Page break and \_\_\_\_\_ add a page in a document.
7. A \_\_\_\_\_ database is a database designed around a single table.
8. \_\_\_\_\_ of a field determine which type of data (value) can be stored in that field.
9. The Date & Time command button is under the \_\_\_\_\_ tab in MS-WORD.

**Q2 State True or False:-**

1. A Record represents a single, data item in a table.
2. Paragraph options are available under the page layout tab.
3. Header text cannot be edited and formatted.
4. Primary key contains duplicate values.
5. Collection of rows is called Cell.
6. .MP3 format is not a supported movie format by MS Power point 2007.
7. MS-Access is a RDBMS Software.
8. MS-Word is not a DBMS Software.
9. Delete statement is used to remove one or more records in a database.
10. Integer data type requires 2 bytes of memory consumption.

**Q3 Write short note on the following:**

Table (MS – Access), DML, Header Text, Flat File Database, DBMS, Footer Text, RDBMS, Animation, Primary key. Advantages of DBMS, Placeholder.

**Q4 Write the examples of the following components of the database table WORKER.**

a)One Record b)One Data item c)One Field d)Primary Key e)Data type of Name ,ECODE and DOJ field

**Table: WORKER**

ECODE	NAME	DESIG	PLEVEL	DOJ	DOB
11	Rahul	Supervisor	1	10-Sep-2002	12-Jul-1980
12	Ash	Operator	3	14-Feb-2003	02-Jan-1987
13	Ravi	Clerk	2	02-Oct-2003	19-Jan-1981
14	Ravi	Operator	3	18-Nov-2003	21-Oct-1983
15	Raj	Operator	3	10-Jan-2003	24-Feb-1985
19	Ash	Mechanic	2	01-Mar-2011	01-Mar-1983
22	Mimi	Mechanic	2	17-Aug-2004	09-Oct-1984
25	Tina	Clerk	2	20-Sep-2003	31-Jul-1982

**Q5 Who am I?**

1. I am the part of a database file. You can use me to store a single character only.
2. We can insert a ClipArt downloaded from internet in a MS-Word document.
3. I am a type of view in MS-Access software. I can show you data in a similar to an excel spread sheet.
4. I am a readymade layout for creating a particular type of document in MS-Word.
5. I am a numeric fractional data types and I can hold 4 bytes of data.
6. You can use me to modify a record in database.

7. I am an automatically incremented numeric counter. You can find me in MS- Access data base.
8. I can speed up searches and sorting on the field of a database.
9. I can only decide the no of maximum character you can enter into the field.
10. You can use me to communicate your data graphically. You can find me in MS PowerPoint also.
11. I can contain only unique data values. I am used to identify the records of a table uniquely.
12. I am an organized collection of data.

**Q 6 Write the answers of the followings.**

- (a) Different types of section break.
- (b) Different types of Text Wrap Layout.
- (c) Different types of data types in MS access
- (d) Different types of Styles (MS – Word)
- (e) Different types of Object of MS-Access

**Q 7 Compare the followings.**

- (a) Forms and Reports (b) Datasheet view and Design view (Table)
- (c) Embedding and Linking (d) Header Text and Footer Text ( e) Field and Record (f) Double and Single data type (g) Insert statement and Create statement.