PENANG SANGAM HIGH SCHOOL

YEAR 13

OFFICE TECHNOLOGY

WORKSHEET 2

QUESTIONS

Section A

Multiple Choice

- 1. What is the function of a modem?
 - A. allows the transmission of documents from one terminal to another
 - B. makes copies of document
 - C. allows a computer to send and receive data over a telephone line or a cable or satellite connection
 - D. allows a computer to send and receive pictures from a camera
- 2. In a database "character" is
 - A. a collection of logically related fields
 - B. a collection of logically related records
 - C. a character that is used on any database sheet
 - D. a single letter, number or special character such as punctuation marks.
- 3. Proprietary database is
 - A. It is generally an enormous database that an organization develops to cover certain subjects of services
 - B. made accessible through a variety of communication networks
 - C. usually is stored on the file server from where it is accessible by everyone with authorization.
 - D. a collection of integrated files, primarily used by one person
- 4. Rahila and Sahil are business partners for Burger King. They are having a conference (cannot see each other) regarding a major promotion event which will take place soon. Which of the following best suits the statement given above?
 - A. video conferencing
 - B. Audio conferencing
 - C. Virtual office
 - D. Telecommuting

- 1. Define the following terms:
 - (a) Social Networking
 - (b) Virtual Office
 - (c) Green technology
- 2. Use the database below to answer the questions that follow.

Student Deta	ils				
Student IC +	First Name 👻	Last Name 👻	Date of birth 🗸	Level or Year -	Address
2017100	Mereoni	Ratu	12/05/1999	Year 1101	Lot 14, Koronivia Road, Nausor
2017102	Shalini	Singh	02/01/1998	Year 1201	Lot 5, Hancock Road, Nausori
2017103	Ropate	Rakesa	13/09/2000	Year 1001	Lot 20, Vuci Road, Nausori
2017105	Vijay	Shankar	14/12/1999	Year 1301	Lot 2, Chadwick Road, Nakasi
2017108	David	Pocock	04/04/1998	Year 1202	Naulu Village, Nakasi
2017110	Adisenirosi	Matamalumu	17/02/1999	Year 1102	Matana Street, Nakasi

- (a) Name the application software used to create the above database.
- (b) State the number of records in the student details database shown above.
- (c) If the last names are sorted in descending order, which student's name will come third?
- (d) Whose details would appear as a result of the query given below?
- 3. Describe one type of database.
- 4. What is the difference between a record and a field in database?
- 5. Describe one responsibility of a database administrator.

THE END ©